



**ACCESSORY DWELLING UNIT/JUNIOR ACCESSORY DWELLING UNIT
 PLAN CHECK SUBMITTAL REQUIREMENTS**

Notice to Property Owner(s) and Applicants:

The plan check process for Accessory Dwelling Units (ADUs) is a 60-day period from the date a complete plan check application is submitted to the Building and Safety Division to the date permits are issued. ADU plan check reviews, which are not acted upon by the City within the 60-day period, will automatically be *approved*. It is the responsibility of the property owner(s) to ensure that a complete ADU application, plans, and supporting documentation is submitted to the City. **ADU applications, which do not meet all minimum development standards and the plan check submittal requirements, will not be accepted for plan check.** Prior to submittal, the property owner(s) *must* sign into agreement with the City to toll the 60-day approval period for the time from when the applicant has been notified of corrections, to when they officially resubmit corrected plans. Refusal to sign into said agreement with the City will result in the automatic *denial* of the application.

If the permit application to create an accessory dwelling unit, and/or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the same lot, the City may delay action on the permit application for the accessory dwelling unit, and/or the junior accessory dwelling unit, until the City acts on the permit application to create the new single-family dwelling. However, the application to create the accessory dwelling unit, and/or junior accessory dwelling unit shall be considered without discretionary review or hearing.

The requirements to submit an ADU project to the City of Garden Grove for plan check review are listed below. Please review the checklist prior to submitting an ADU application to the City. The property owner/applicant is encouraged to contact the Planning Services Division to verify if the proposed ADU complies with all applicable zoning requirements prior to submittal. All new submittals shall be submitted through the City's VivaCivic plan check software program. Staff will review the submittal, ensuring the submittal is complete, and meets the minimum plan check requirements. If the proposed project meets the requirements to make a formal plan check submittal, the Building and Safety Division staff will process and invoice the project.

APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED COMPONENTS WILL NOT BE ACCEPTED.

PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION:	
<input type="checkbox"/> Completed and signed Accessory Dwelling Unit Application & Tolling Agreement	<input type="checkbox"/> ADU Permit Verification: Submit copies of building permits for all existing structures and additions
<input type="checkbox"/> Completed Building Plan Check Application	<input type="checkbox"/> Verification of sewer capacity with the Water Services Division at (714) 741-5346
<input type="checkbox"/> PDF plan set for plan check, per Building and Safety Division requirements	<input type="checkbox"/> Comply with Building and Safety Division's Utility Plan requirements if separate utilities proposed for an ADU
<input type="checkbox"/> If the property is located in the Special Flood Hazard Area "A," comply with all flood zone requirements (see Substantial Improvement Worksheet and Flood Area Development Requirements)	<input type="checkbox"/> For JADUs, owner occupancy will be deed restricted; provide grant deed or title report with legal description for the preparation of a covenant agreement
<input type="checkbox"/> Verification of easements, and clearances to utility poles/lines with SoCal Edison at (714) 796-9817	<input type="checkbox"/> If ADU is to be rented as affordable, please contact Neighborhood Improvement at (714) 741-5140



PLAN SHEET REQUIREMENTS	
PLAN SETS SHALL INCLUDE ALL APPLICABLE INFORMATION AS DESCRIBED BELOW	
<input type="checkbox"/> Site Plan - The site plan shall be fully dimensioned and drawn to scale, not less than 1/8"=1'. It should include a north arrow, property lines, ultimate right-of-way dimension from the street centerline, face of curb dimension, all existing and proposed buildings, the driveway, and the driveway approach. All setbacks and distances between buildings shall be dimensioned. Show finished floor, finished grade elevations and drainage flow. Show all utility locations; gas, electric, and water meter. Any easements, and their respective clearances, shall also be shown on the site plan.	<input type="checkbox"/> Foundation/Floor Framing Plan and Ceiling/Roof Framing Plan - The sizes, spacing, and directions of all framing members shall be identified. Relevant details and specifications shall be provided.
<input type="checkbox"/> Floor Plan - The floor plan shall be complete, fully dimensioned and drawn to a scale of not less than 1/4"=1'. The use of each room and space shall be identified. All walls and partitions shall be clearly identified as proposed, existing to remain, or existing to be demolished. A complete floor plan of the existing residence is required.	<input type="checkbox"/> Building Cross Section(s) - Sections shall be at structurally critical locations and all structural members and connections shall be identified at the section's location, or appropriate details shall be referenced.
<input type="checkbox"/> Elevations - All exterior materials shall be identified, and building heights shall be dimensioned.	<input type="checkbox"/> Title 24 - Energy forms are required to be incorporated into plans and shall be registered and signed. Energy Compliance Forms (incorporated into plans).
<input type="checkbox"/> Roof Plan - Indicate all pitches, depth of eave dimensions, and roofing materials.	<input type="checkbox"/> California Green Building Standards (CGBS) - All mandatory measures are required to be incorporated into plans.
<input type="checkbox"/> Utility Plan - Shall be fully dimensioned, demonstrating the locations for proposed utilities such as sewer, water, gas, and electric.	<input type="checkbox"/> Flood Zone - For substantial improvements in Flood Zone A, show base flood elevation, and onsite grading
	<input type="checkbox"/> Structural Calculations - Structural calculations are required if the project does not comply with the conventional framing/bracing provisions of the California Building Code. These must be stamped and signed by an architect, civil engineer, or structural engineer currently licensed in the State of California.

ADU NOTES
<p>The property owner shall comply with all provisions of Chapter 9.54 of Title 9 of the Garden Grove Municipal Code for Accessory Dwelling Units, including:</p> <ul style="list-style-type: none">• There shall be no short-term rental of either the primary residence, ADU, and/or JADU.• The JADU shall be served by the same water, sewer, and other utility connections serving the primary unit, and no separate utility meters will be permitted.• The ADU and/or JADU shall not require fire sprinklers unless fire sprinklers are required for the primary residence.



PLAN SUBMITTALS MUST ALSO COMPLY WITH THE FOLLOWING:

- | | |
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| <input type="checkbox"/> All ADUs shall comply with California Government Code § 65852.2 | <input type="checkbox"/> All JADUs shall comply with California Government Code § 65852.22 |
| <input type="checkbox"/> Title block shall contain job address, the name and contact information of the designer, and property owner(s) | <input type="checkbox"/> Project statistics in tabular form showing square footages of all existing, and proposed structures shall be provided |
| <input type="checkbox"/> Verify lot size, location of property lines, street names, center line and curb face dimensions with Engineering Division at (714) 741-5887 | <input type="checkbox"/> Complete, accurate, and dimensioned existing and proposed site plans, including all structures, and all non-permitted work to be demolished |
| <input type="checkbox"/> Dimension the depth of eaves and all other encroachments into setbacks | <input type="checkbox"/> Show any required open parking spaces on the driveway (10'-0" x 20'-0" per space) |
| <input type="checkbox"/> Provide complete permit history for all existing structures on property | <input type="checkbox"/> Complete, accurate, and dimensioned existing and proposed floor plans, including labels for all spaces/rooms |
| <input type="checkbox"/> Proposed ADU/JADU shall have main entrance separate from primary dwelling | <input type="checkbox"/> Complete, and accurate existing and proposed roof plans, with roof slope, and materials noted |
| <input type="checkbox"/> If ADU is within 0.5 miles walking distance, of bus stop, no additional parking is required; include a map showing the distance to the nearest bus stop | <input type="checkbox"/> For properties in FEMA-designated Special Flood Hazard Area A, the applicant shall determine if the project is considered a "substantial improvement." If a project is considered a substantial improvement, it must comply with the City's Flood Area Development Requirements , including the submittal of a grading plan to the Engineering Division. New detached ADUs are automatically considered substantial improvements. For all other ADU types, a Substantial Improvement Worksheet shall be included with the plan submittal. |
| <input type="checkbox"/> Applicant shall be responsible for confirming all onsite easements. Site Plan shall reflect all recorded easements, as well as existing above-ground utilities (i.e. power poles/lines), and ensure there are no encroachments by the ADU. Applicant shall coordinate with SoCal Edison, and all applicable agencies, to obtain an encroachment permit, as necessary. Copies of the approved encroachment permits shall be included with submittal. | |



ACCESSORY DWELLING UNIT APPLICATION

PROJECT INFORMATION	
Property Address:	

APPLICANT			PROPERTY OWNER(S)		
Name:			Name(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		

TYPE OF ACCESSORY DWELLING UNIT AND/OR JADU PROPOSED	
<input type="checkbox"/> New attached	<input type="checkbox"/> New detached
<input type="checkbox"/> Conversion/Rebuild Living Area*	<input type="checkbox"/> Conversion/Rebuild Accessory Structure*
<input type="checkbox"/> JADU*	
<i>*Submit copies of building permits for the existing structure to be converted/rebuilt</i>	

PROJECT DETAILS FOR THE ACCESSORY DWELLING UNIT		
Lot size:	Number of Bedrooms:	Number of Bathrooms:
Square footage of Main Dwelling:	Square footage of ADU or JADU:	
Required ADU parking spaces provided:	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approximate Rent: \$	Substantial Improvement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the primary residence have fire sprinklers? <i>(Building inspector to field verify at time of inspection)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Zoning:	Number of Existing Units:	
New utilities proposed for ADU ONLY (Select all that apply):		
<input type="checkbox"/> Water Meter <input type="checkbox"/> Gas Meter <input type="checkbox"/> Electric Meter <input type="checkbox"/> New Sewer Connection to Street		
<i>Note: No separate utilities allowed for JADUs</i>		

I certify that I am the owner of this property, and I have read the requirements of Chapter 9.54 of Title 9 of the Municipal Code. I also certify that the information I have given is correct and that I comply with, and will continue to comply with, all of the City's requirements for Accessory Dwelling Units. I certify and declare under penalty of perjury under the laws of the State of California that the above answers are true and complete to the best of my knowledge.

Property Owner's Signature: _____ Date: _____



CITY OF GARDEN GROVE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840
PLANNING SERVICES DIVISION (714) 741-5312
BUILDING AND SAFETY DIVISION (714) 741-5307

ACCESSORY DWELLING UNIT AGREEMENT TO TOLL THE 60-DAY REVIEW PERIOD

The undersigned hereby certify that _____
is/are the owner(s) of the hereinafter described real property located at
_____ in the City of Garden
Grove, County of Orange, State of California ("The Property").

We/I have applied for approval from the City of Garden Grove (hereinafter "City") to construct an accessory dwelling unit (the "Accessory Dwelling Unit" or "ADU"), or junior accessory dwelling unit (the "Junior Accessory Dwelling Unit" or "JADU") on the Property. The plan check process for ADUs and JADUs is a 60-day period from the date a complete plan check application is submitted to the Building and Safety Division, to the date permits are issued. ADU plan check reviews, which are not acted upon by the City within the 60-day period, will automatically be approved.

When submitted plans do not meet applicable code standards, the City of Garden Grove gives applicants the opportunity to make the noted corrections. Once all corrections are made, the applicant must resubmit the corrected set of plans to ensure code compliance.

We/I have agreed to toll the 60-day review period required by the State of California, while the plans are in our/my possession. It is our/my responsibility to ensure all necessary corrections to the plans are made, and resubmitted to the Building and Safety Division within two (2) weeks of our receipt of the plans. The City will not be subject to the 60-day review period unless the plans are physically in their possession. We/I understand that failure to sign this agreement, and/or failure to meet the resubmittal timeline will result in the denial of our/my application.

APPLICANT(S) SIGNATURE(S)

Name: _____

By: _____

Date: _____

Title: _____

Name: _____

By: _____

Date: _____

Title: _____