



Accessory Dwelling Unit Application

The State of California enacted Government Code Section 65852.2 in 1982, establishing a mandate that every local agency adopt provisions for permitting accessory dwelling units. The intent of the legislation was to encourage housing for extended family members and to increase the availability of rental housing. In 2003, AB 1866 was adopted, requiring all local governments to allow accessory dwelling units within single-family residential zones.

In February 2016, Senator Wiechowski introduced Senate Bill 1069 and Assembly member Bloom introduced Assembly Bill 2299 which proposed specific amendments to State law to promote the production of secondary dwelling units, herein forth referred to as “accessory” dwelling units. Also in 2016, Assembly member Thurmond introduced AB 2406 to add provisions for the creation of junior accessory dwelling units. All three of these bills ultimately passed and became law.

In January 1, 2020 the Legislature has further restricted local control and mandated new requirements, including the approval of junior accessory dwelling units which is a unit of no more than 500 square feet contained within a single-family dwelling. As the new law had gone into effect on January 1, 2020, it is now necessary to adopt an Ordinance to reactively retain some local standards and design controls that were not otherwise dictated by State law.

To comply, the City of Santa Fe Springs has created the following application package to provide interested parties with the appropriate development standards and procedures for accessory dwelling units.

The following items need to be submitted to the Department of Planning and Development to obtain a permit for an Accessory Dwelling Unit.

PLEASE PROVIDE ALL OF THE FOLLOWING AND SUBMIT A DIGITAL COPY OF THE PROPOSED PLANS VIA E-MAIL TO: teresacavallo@santafesprings.org or submit via **Box.com.**

- Completed application
- Architectural plan, including:
 - Site Plan (Show all existing and proposed structures and parking)
 - Floor Plan of Accessory Dwelling Unit
 - Elevations of Accessory Dwelling Unit
 - Noted: All plans must be fully dimensioned
- Color photos of existing building(s) on site
- Signed and notarized affidavit
- Copy of preliminary title report, if easements exist



Accessory Dwelling Unit Application

Application No:

Date Received:

APPLICANT INFORMATION:

Name of the applicant (s):	
Address:	
Phone Number:	
Applicant E-mail:	
Owner(s) of Record: <i>(If different from applicant)</i>	
Address of Owner: <i>(If different from applicant)</i>	
Phone Number(s): <i>(If different from applicant)</i>	

PROPERTY INFORMATION:

Project Site/Address:	
Assessor Parcel Number(s):	
Existing Land Use (Zoning):	
Which unit will the property owner occupy? Primary unit or Accessory Dwelling Unit?	
Is a residential facility (as defined in Cal. Health and Safety Code Section 1502(a) 1) currently exist on-site?	

CERTIFICATION:

I, the undersigned owner of the subject property, have read this application for an Accessory Dwelling Unit and certify that the information, drawings, and specifications herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Owner's Signature:

Date:

I, the undersigned applicant, have read this application for an Accessory Dwelling Unit and certify that the information, drawings, and specifications herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature:

Date:



Accessory Dwelling Unit Application

PLAN SUBMITTAL CHECKLIST

	<i>All pages shall include the following information: architect and owner's information, page number, and site address. All drawings shall be to scale.</i>	Provided		
		Yes	No	N/A
Site Plan	Owner and architect's information			
	Site area and all property and setback lines			
	Building footprint (existing and proposed)			
	Accessory structure (garage, sheds, etc.)			
	Landscaping (existing, proposed, and being remove)			
	Vicinity map			
	North arrow and bar scale			
	Existing easements			
	Contour lines on area greater than 10% grade (10' intervals)			
	Project information table: <ul style="list-style-type: none"> • Lot area and building area – existing and proposed • Lot coverage – existing and proposed • Maximum height– existing and proposed • Parking – existing and proposed 			
	Driveway & impervious surface			
	Fences and walls			
	Roof lines			
Floor Plan	Dimension and label each room			
	Addition/area of work (existing and proposed)			
	Windows and doors			
	Scale – standard and bar			
Elevations	All sides of Accessory Dwelling Unit (front, rear, and both sides)			
	Materials – roof and siding (show existing and proposed)			
	Height dimensions			
	Scale – standard and bar			



Accessory Dwelling Unit Application – Affidavit

AFFIDAVIT
ACCESSORY DWELLING UNIT

I, _____ (PLEASE PRINT) HEREBY STATE THAT I am
the owner, or the authorized agent of the owner, of property located at _____
_____, and

I HEREBY INTEND to submit an application for an Accessory Dwelling Unit on the property located at

I FURTHER STATE THAT I have read, understand and agree to the regulations of *City of Santa Fe Springs Code TITLE XV (Land Use) § 155.644 (Accessory Dwelling Unit)*.

Signature

Title (if any)

Company Name (if any)

Mailing Address

City, State, Zip

Phone

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____ by
_____, proved to me on the basis of satisfactory evidence to be the person(s)
who appeared before me.

_____ (seal)
Notary Public

Accessory Dwelling Unit Survey

Your cooperation in completing this brief questionnaire will help the City in addressing its housing needs.

1. What is the intended use of the accessory unit?

- Full-time occupancy by a family member or friend
- Full-time occupancy by a household employee
- Occasional use by guests
- Rental to tenants
- Other _____

2. How many persons will typically occupy the unit? _____

3. Will any cash rent be charged? _____ If yes, expected monthly rent: \$ _____

Thank you for your help.

(for City use)

Date approved: _____

Square footage: _____

No. of Bedrooms: _____



Accessory Dwelling Unit Regulation

§ 155.003 ACCESSORY DWELLING UNITS.

ACCESSORY DWELLING UNIT. Either a detached or attached dwelling unit which provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking and sanitation. An accessory dwelling unit may also be located within an existing or proposed primary dwelling unit. An **ACCESSORY DWELLING UNIT** also includes the following:

- (1) An efficiency unit, as defined in Cal. Health and Safety Code § 17958.1.
- (2) A manufactured home, as defined in California Health and Safety Code § 18007.

ACCESSORY DWELLING UNIT, JUNIOR. A junior accessory dwelling unit is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence.

SECTION 4. Section 155.644 of Title 15, Chapter 155 of the Santa Fe Springs Municipal Code is hereby amended and added to as follows:

§ 155.644 ACCESSORY DWELLING UNITS.

(A) *Intent.* In enacting this section, it is the intent of the city to encourage the provision of accessory dwelling units to meet a variety of economic needs within the city and to implement the goals, objectives, and policies of the housing element of the general plan. Accessory dwelling units provide housing for extended family members, students, the elderly in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods. Homeowners who create accessory dwelling units can benefit from added income, and an increased sense of security. Allowing accessory dwelling units in residential zones provides needed additional rental housing. This section provides the requirements for the establishment of accessory dwelling units consistent with Cal. Government Code § 65852.2.

(B) *Interpretation.* In cases of conflict between this section and any other provision of this title, the provisions of this section shall prevail. To the extent that any provision of this section is in conflict with State law, the mandatory requirement of State law shall control, but only to the extent legally required.

(C) *Applications:*

(1) *Administrative Review.* All accessory dwelling unit applications shall be ministerially approved by the Director of Planning and Development and a permit issued within 60 days upon presentation of a complete application to build an accessory dwelling unit if the plans conform to the standards and criteria provided in subsection (D) and (E) of this section. If the accessory dwelling unit is being proposed in conjunction with a new single-family dwelling, the Director may delay acting on the permit application until the City acts on the permit application for the new single-family dwelling. The City shall grant a delay if requested by the applicant.

(2) *Fees:* Applications for an accessory dwelling unit shall be accompanied by an application fee and shall be subject to applicable inspection and permit fees.

(D) *Accessory dwelling unit standards.* The following standards and criteria shall apply to the creation of an accessory dwelling unit:

(1) The accessory dwelling unit shall be allowed only on a lot or parcel that zoned for residential use with an existing or proposed residential dwelling.

(2) There shall not be more than one accessory dwelling unit per lot or parcel, except as provided for in subsection F(1)(a).

(3) An accessory dwelling unit that conforms to the development standards of this section is deemed to be an accessory use and/or structure and will not be considered to exceed the allowable density for the lot upon which it is located and shall be deemed to conform to the zoning and General Plan.

(4) The accessory dwelling unit may be attached to or detached from the primary residential dwelling or located within an existing or proposed single-family residence.

(5) Floor Area Standards:

(a) The detached or attached accessory dwelling unit with one or less bedroom shall not exceed a total floor area of 850 square feet.

(b) The detached or attached accessory dwelling unit with more than one bedroom shall not exceed a total floor area of 1,000 square feet.

(c) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(d) The minimum floor area for an accessory dwelling unit shall be 150 square feet.

(6) Setback Standard:

(a) The accessory dwelling unit shall comply with the front setback standard applicable to the specific zone in which it is located, unless otherwise modified by this section.

(b) The accessory dwelling unit shall be set back no less than four feet from the side and rear property line.

(c) Notwithstanding any other provision of this section, no setback shall be required for an existing permitted living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit. A setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(7) The accessory dwelling unit shall not be greater than 16 feet in height.



Accessory Dwelling Unit Regulation

(8) The attached or detached accessory dwelling unit shall be located within, to the rear, or to the side of the existing or proposed primary residence unless the accessory dwelling unit is being constructed in the exact location and to the same dimensions as a previously existing approved accessory structure, including an attached or detached garage.

(9) The accessory dwelling unit shall comply with all building, safety, fire and health codes, and all other applicable laws and regulations. Accessory dwelling units are not required to provide fire sprinklers if sprinklers are not required for the primary dwelling unit.

(10) Manufactured housing is allowed in compliance with the provisions herein and Health and Safety code section 18007; however, mobile homes, trailers and recreational vehicles shall not be used as accessory dwelling units.

(11) In addition to all other required off-street parking, parking requirements for accessory dwelling units shall not exceed one space per unit. Parking may also be located in setback areas in locations determined by the city or through tandem parking, unless specific findings are made that such parking is infeasible based upon specific site or regional topographical or fire and life safety conditions, or that it is not permitted anywhere else in the city. Mechanical parking lifts may also be used for replacement parking.

(12) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of or conversion to an accessory dwelling unit, no replacement parking shall be required. Additionally, no parking shall be required for an accessory dwelling unit in any of the following instances:

(a) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(b) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(c) The accessory dwelling unit is part of the existing primary residence or an existing permitted accessory structure.

(d) When on-street parking permits are required but has not offered to the occupant of the accessory dwelling unit.

(e) When there is a car share vehicle located within one block of the accessory dwelling unit.

(13) The owner of the property on which the accessory dwelling unit is located shall reside in either of the dwelling units on the property as his/her/their principal residence. This is a perpetual requirement that runs with the land, and a restrictive covenant establishing this requirement shall be recorded prior to occupancy of the accessory dwelling unit. This provision shall not apply to an accessory dwelling unit approved between January 1, 2020 and January 1, 2025.

(14) The accessory dwelling unit and the primary residential dwelling may be rented concurrently provided that the term of the rental is at least 31 days or more, but the accessory dwelling unit shall not be sold or owned separately from the primary dwelling.

(15) Accessory dwelling units shall not be considered new residential uses for the purposes of calculating local agency connection fees or capacity charges for utilities, including water and sewer service.

(a) For attached units or units located within the living area of the existing dwelling and meeting the definition of subdivision (F)(1)(a) below, the city shall not require the applicant to install a new or separate utility connection between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge. Such requirements and charges may be imposed when the accessory dwelling unit is being constructed in connection with a proposed single-family residential dwelling.

(b) For all other accessory dwelling units other than those described in subdivision (D)(16)(a) below, the city may require a new or separate utility connection directly between the accessory dwelling unit and the utility. The connection fee or capacity charge shall be proportionate to the burden of the proposed accessory dwelling unit upon the water or sewer system based upon either its size or the number of its plumbing fixtures, and may not exceed the reasonable cost of providing the water or sewer service.

(16) Impact Fees:

(a) No impact fee shall be imposed on any accessory dwelling unit less than 750 square feet in size.

(b) For accessory dwelling units 750 square feet or greater, impact fees shall be charged proportionately in relation to the square footage of the primary dwelling.

(c) All applicable public service and recreation impact fees shall be paid prior to occupancy in accordance with Government Code sections 66000 et seq. and 66012 et seq.

(d) For purposes of this section, "impact fee" shall have the same meaning as set forth in Government Code section 65852.2(f).

(17) The provisions of this section shall not apply to any accessory dwelling units for which the city issued conditional use permits prior to the effective date of this section.

(18) Prior to obtaining a building permit for the accessory dwelling unit, a deed restriction, in a form satisfactory to the City Attorney, shall be recorded with the County Recorder to evidence and give notice of the requirements of this section.

(E) Design Standards.

(1) The accessory dwelling unit shall be designed to be architecturally compatible with the primary dwelling. A site plan, elevations and floor plan depicting said architectural

compatibility shall be submitted to the Director of Planning and Development for ministerial review and approval prior to the issuance of any building permits.

(2) When feasible, windows facing an adjoining residential property shall be designed to protect the privacy of neighbors. If window placement does not protect privacy, then fencing or landscaping might be used to provide screening.

(3) An accessory dwelling unit shall have a separate exterior entrance from the primary dwelling unit.

(4) To the maximum extent feasible, the accessory dwelling unit shall not alter the appearance of the primary single-family dwelling unit.

(5) When feasible, no more than one exterior entrance on the front or on any street-facing side of the primary dwelling unit and accessory dwelling unit combined.

(6) No exterior stairway shall be located on the front or on any street-facing side of the accessory dwelling unit.

(F) Mandatory Approvals.

(1) Notwithstanding any other provision of this chapter, the City shall ministerially approve an application for any of the following accessory dwelling units within a residential or mixed-use zone:

(a) A junior or accessory dwelling unit within the existing or proposed space of a single-family dwelling or accessory structure subject to the following requirements:

(i) An expansion of up to 150 square feet shall be allowed in an accessory structure that is converted to an ADU solely for the purposes of accommodating ingress and egress.

(ii) The junior or accessory dwelling unit shall have exterior access separate from the existing or proposed single-family dwelling.

(iii) The side and rear setbacks shall be sufficient for fire and building and safety.

(iv) If the unit is a junior accessory dwelling unit, it shall comply with the requirements of Section 155.644.1 below.

(b) One detached or attached accessory dwelling unit subject to the following requirements:

(i) The accessory dwelling unit shall be set back no less than four feet from the side and rear property line.

(ii) The accessory dwelling unit shall be on a lot or parcel with an existing or proposed single-family dwelling.

(iii) The accessory dwelling unit shall not exceed 800 square feet in size.

(iv) The accessory dwelling unit shall not exceed 16 feet in height.

(v) A junior accessory dwelling unit may be developed with this type of detached accessory dwelling unit, it shall comply with all requirements of Section 155.644.1 below.

(c) On a lot with a multifamily dwelling structure, up to 25 percent of the total multifamily dwelling units, but no less than one unit, shall be allowed within the portions of the existing structure that are not used as livable space, including, but no limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that each unit complies with state building standards for dwellings.

(d) On a lot with a multifamily dwelling structure, up to two detached units, provided that neither unit is greater than 16 feet in height, is provided with at least a four foot side and rear yard setback. The maximum square footage shall comply with the limits set forth in subsection D (5) of this section.

(2) For those accessory dwelling units which require mandatory approval, the City shall not require the correction of legal, nonconforming zoning conditions.

(G) *Enforcement.* Until January 1, 2030, the City shall issue a statement along with a notice to correct a violation of any provision of any building standard relating to an accessory dwelling unit that substantially provides as follows:

(1) You have been issued an order to correct violations or abate nuisances relating to your accessory dwelling unit. If you believe that this correction or abatement is not necessary to protect the public health and safety you may file an application with the City Planning Department. If the City determines that enforcement is not required to protect the health and safety, enforcement shall be delayed for a period of five years from the date of the original notice.

(2) This provision shall only apply if the accessory dwelling unit was built before the effective date of this Ordinance, which date is July 11, 2020.

SECTION 5. Section 155.644.1 of Title 15, Chapter 155 of the Santa Fe Springs Municipal Code is hereby amended and added to as follows:

§ 155.644.1 JUNIOR ACCESSORY DWELLING UNITS.

(A) *Intent.* In enacting this section, it is the intent of the city to encourage the provision of junior accessory dwelling units to meet a variety of economic needs within the city and to implement the goals, objectives, and policies of the housing element of the general plan. Junior accessory dwelling units provide housing for extended family members, students, the elderly in-home health care providers, the disabled, and others, at below market prices within existing

neighborhoods. Homeowners who create junior accessory dwelling units can benefit from added income, and an increased sense of security. Allowing junior accessory dwelling units in residential zones provides needed additional rental housing. This section provides the requirements for the establishment of junior accessory dwelling units consistent with Cal. Government Code § 65852.22.

(B) *Administrative review.* All junior accessory dwelling unit applications shall be ministerially approved by the Director of Planning and Development and a permit issued within 60 days upon presentation of a complete application to provide a junior accessory dwelling unit if the plans conform to the standards and criteria provided in division (C) and (D) of this section. If the junior accessory dwelling unit is being proposed in conjunction with a new single-family dwelling, the Director may delay acting on the permit application until the City acts on the permit application for the new single-family dwelling. The City shall grant a delay if requested by the applicant.

(C) Junior accessory dwelling unit standards. The following standards and criteria shall apply to the creation of a junior accessory dwelling unit:

(1) A maximum of one junior accessory dwelling unit shall be permitted per residential lot containing an existing or proposed single-family dwelling. Junior accessory dwelling units do not count towards the density requirements of the general plan or zoning ordinance.

(2) The property owner shall occupy either the main single-family dwelling or the junior accessory dwelling unit.

(3) The junior accessory dwelling unit or the main single-family dwelling may be rented, provided the rental term is at least 31 days or more, but the junior accessory dwelling unit shall not be sold or owned separately from the single-family dwelling.

(4) The junior accessory dwelling unit must be created within the existing walls of an existing single-family dwelling.

(5) The junior accessory dwelling unit shall not exceed 500 square feet in size.

(6) The junior accessory dwelling unit shall include a separate exterior entrance from the main entrance to the single-family home. An interior entry to the main living area shall be required if the junior accessory dwelling unit shares sanitary facilities with the single-family home. The junior accessory dwelling unit may include a second interior doorway for sound attenuation.

(7) The junior accessory dwelling unit shall include a food preparation area, requiring and limited to the following components:

(a) A cooking facility with appliances; and

(b) A food preparation counter and storage cabinets which do not exceed six feet in length.



Accessory Dwelling Unit Regulation

(8) No additional off-street parking is required beyond that required for the main single-family dwelling.

(9) Utility service. A separate water connection or meter, and a separate sewer service connection are not required for a junior accessory dwelling unit. Water and sewer service for the junior accessory dwelling unit is shared with the main single-family dwelling unit.

(10) The junior accessory dwelling unit shall comply with all applicable building standards and shall be subject to permit and inspection fees to ensure such compliance. Fire sprinklers shall be required if they are required in the existing or proposed single-family residence.

(11) For the purposes of applying any fire or life protection ordinance or regulation, or providing service water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered to be a separate or new dwelling unit.

(12) Prior to obtaining a building permit for the junior accessory dwelling unit, a deed restriction, in a form satisfactory to the City Attorney, shall be recorded with the County Recorder to evidence and give notice of the requirements of this section.

(D) The City shall not require the correction of a legal, nonconforming zoning conditions for approval of a junior accessory dwelling unit.