



# ACCESSORY DWELLING UNIT APPLICATION

## Filing Instructions for an Accessory Dwelling Unit (ADU) Application

The following instructions provide the necessary information for processing your Accessory Dwelling Unit (ADU) Application in the quickest manner possible in accordance with the requirements of Section 9.04.190 (*Accessory Dwelling Units and Junior Accessory Dwelling Units*) of the Rancho Santa Margarita Zoning Code.

To obtain an ADU permit, the Applicant must submit a completed ADU Application along with three sets of plans, a Building Permit Application, and fee payment to the Planning Division at City Hall located at 22112 El Paseo, Rancho Santa Margarita, California 92688. Upon approval of an ADU Application, building permits for the proposed ADU(s) may be obtained. Please contact the Planning Division at 949-635-1800 x6705 or [dbingham@cityofrsm.org](mailto:dbingham@cityofrsm.org) if you have any questions regarding this application or the City's ADU requirements.

## Basic Submittal Requirements

The following applications, plans, and fees are required to apply for and obtain an Accessory Dwelling Unit permit:

1. A completed Accessory Dwelling Unit Application and payment of applicable fee.
2. A completed Building Permit Application and payment of applicable fees.
3. Three sets of a legible site plan, floor plan, and elevations that must include a north arrow, scale, title block, dimensions, and legend provided on a minimum paper size of 11"x17".
4. Payment of Orange County and Transportation Corridor Agency (TCA) road fees prior to issuance of a building permit. Please contact OC Public Works at 714-667-8800 and TCA at 949-754-3400 for more information.
5. **Junior ADUs only:** A copy of the recorded deed restriction against the title of the subject property as filed with the County of Orange Recorder's office must be provided prior to final inspection of the proposed ADU.

Please note it is recommended that homeowner association approval be obtained prior to submittal of an ADU Permit to the City.

# City of Rancho Santa Margarita Accessory Dwelling Unit Application

Planning Plan Check No.: PPC \_\_\_\_\_

Application Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

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## **Section 1 – Project Location**

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Please provide the following information about the project site:

Site Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Property Size: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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## **Section 2 – Applicant Information**

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Please provide the following Applicant contact information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Title (if contractor): \_\_\_\_\_

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## **Section 3 – Property Owner Information**

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Please provide the following property owner contact information:

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Section 4 – ADU Information

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Please provide the following information about all proposed Accessory Dwelling Units:

Total No. of ADU(s): \_\_\_\_\_

Size: \_\_\_\_\_ square feet

Location of ADU(s):     Inside home             Outside home

Setbacks:                      Front: \_\_\_\_\_ feet      Side: \_\_\_\_\_ feet      Rear: \_\_\_\_\_ feet

Total No. of Bedrooms: \_\_\_\_\_ bedroom(s)

Height: \_\_\_\_\_ feet

Does the property have a driveway?     Yes                       No

Will ADU be renter or owner occupied?     Renter                       Owner

Approximate ADU rent amount?    \$\_\_\_\_\_ /month

Is there an existing ADU on the property?     Yes                       No

If yes, please state square footage:    \_\_\_\_\_ square feet