



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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COASTAL ZONE – ACCESSORY DWELLING UNIT (ADU) CHECKLIST

This checklist identifies requirements for Accessory Dwelling Units (ADUs) within the Coastal Zone. If **ALL** of the requirements listed below are met, an ADU may be approved with a Coastal Development Ministerial Permit (Ministerial CDP). If an ADU does not meet one or more of the "Coastal Resource Protections" listed below, it may be approved with a Coastal Development Administrative Permit (Administrative CDP).

GENERAL REQUIREMENTS: *There are no exceptions to these requirements.*

- ☐ Unless parcel is in a multi-family zoning district, only one dwelling unit (including temporary family care unit, farm labor housing, farm employee housing, but not a Junior Accessory Dwelling Unit) exists on the parcel.
- ☐ No dwelling group or parcel clustering has been approved on the parcel.
- ☐ No more than one accessory living unit (guest house or detached bedroom) exists on the parcel.
- ☐ If in Gualala Town Plan Area - NO accessory living unit exists on the parcel.
- ☐ If in Gualala Town Plan Area - parcel is located east of State Route 1.
- ☐ If in Gualala Town Plan Area - on parcels that are less than one-half (0.5) acre in size, ADU shall be attached to primary residence or second story on detached garage.
- ☐ The gross floor area of proposed detached ADU is 1,200 square feet or less.
- ☐ The gross floor area of proposed attached ADU is 1,200 square feet or 50% of the floor area of the single-family dwelling, whichever is less. However, in no instance shall floor area of an attached ADU be restricted to less than 1,000 square feet for a unit with more than one bedroom or 850 square feet for a unit with one or less bedrooms.
- ☐ ADU complies with front setback requirement and has a minimum setback of 4 feet from side or rear property boundaries OR is located entirely within an existing "legally-authorized accessory structure" which does not meet setback requirements and is being converted to an ADU.
- ☐ ADU conforms to building height limitations.
- ☐ One parking space is provided for ADU (may be a tandem space, and may be in front, rear or side setback areas) OR ADU is exempted from off-street parking requirements per Section 20.458.050(B).

PUBLIC HEALTH & SAFETY REQUIREMENTS: *There are no exceptions to these requirements.*

- ☐ If ADU results in additional bedroom(s), the Division of Environmental Health has provided written confirmation of the availability and adequacy of the water system. If property is within a service district, written approval from district specifically authorizes connection of the ADU.
- ☐ If ADU results in additional bedroom(s), the Division of Environmental Health has provided written confirmation of the availability and adequacy of the sewage disposal system. If property is within a service district, written approval from district specifically authorizes connection of the ADU.
- ☐ If property is within a State Responsibility Area, CalFire has issued a preliminary clearance letter.
- ☐ If property is within a Local Responsibility Area, local fire district has issued a letter indicating that all fire safety requirements can be satisfied.
- ☐ ADU is not located in areas designated as Floodplain ("FP") Combining District and/or designated special flood hazard areas which are shown on Flood Insurance Rate Maps as Zone A, AO, A1-A-30, AE, A99, AH, V1-V30, VE or V.

COASTAL ZONE – ADU CHECKLIST (Cont'd)

COASTAL RESOURCE PROTECTIONS: *Exceptions to these requirements may be granted through the Administrative CDP process, except as noted below.*

- ☐ ADU is located more than 100 feet from the boundary of an Environmentally Sensitive Habitat Area or is contained entirely within a legally-authorized existing or approved residential structure.
- ☐ All new development associated with ADU (well, water storage, septic improvements, parking and driveways, vegetation removal, etc.) is located more than 100 feet from the boundary of an Environmentally Sensitive Habitat Area.
- ☐ ADU is more than 125 feet from the edge of a coastal bluff or contained entirely within a legally-authorized existing or approved residential structure.
- ☐ All new development associated with ADU (well, water storage, septic improvements, parking and driveways, vegetation removal, etc.) is located more than 125 feet from the edge of a coastal bluff.
- ☐ If located within a Highly Scenic Area, ADU would be permanently and entirely blocked from view from all public areas.
- ☐ If not located within a Highly Scenic Area and visible from a public viewpoint, ADU is of similar architectural style, building materials and colors as the primary residence on the property.
- ☐ Grading associated with construction of the ADU is 20 cubic yards or less.
- ☐ On parcels zoned AG, RL, FL or TPZ, detached ADU is setback no greater than 100 feet from existing or proposed primary residence and relies on primary residence's driveway or another legally-authorized existing driveway. An ADU established within a legally-authorized residential structure existing as of the effective date of the ordinance establishing these requirements is exempt from this requirement. ***There is no exception to this requirement.***
- ☐ On parcels zoned AG or RL, ADU is not located on land designated "Prime Agricultural Land."
- ☐ On parcels zoned AG or RL, development associated with ADU (wells, water storage, septic improvements, parking and driveways, vegetation removal, etc.) does not encroach beyond the existing residential development footprint onto lands suitable for agriculture.
- ☐ On parcels zoned FL and TPZ, ADU is in location where no major vegetation removal or harvesting is necessary.
- ☐ On parcels zoned FL or TPZ, development associated with ADU (wells, water storage, septic improvements, parking and driveways, vegetation removal, etc.) does not encroach beyond the existing residential development footprint onto lands suitable for timber production.
- ☐ If ADU is in a residential area on a parcel that lies within 200 feet of lands designated AG, RL, FL or TPZ, ADU is attached to an existing legally-authorized residence and does not extend further into the setback from the parcel with AG, RL, FL or TPZ zoning. ***There is no exception to this requirement.***
- ☐ ADU does not interfere with a public prescriptive easement for access to the blufftop and/or shoreline. ***There is no exception to this requirement.***
- ☐ If ADU is in an area designated as Development Limitations ("DL") Combining District and/or Seismic Study ("SS") Combining District, a report prepared by a licensed engineer has been submitted that demonstrates that the development is consistent with the standards established in Chapter 20.416, and Chapter 20.432, respectively. ***There is no exception to this requirement.***
- ☐ ADU is not on a property with known archaeological resources.