



DETACHED ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST - CITY PLANS

City of Rolling Hills Estates

Except when a neighborhood compatibility review is specifically required, a detached ADU that complies with all standards in [Chapter 17.56](#) of the Rolling Hills Estates Municipal Code will be approved ministerially with an administrative permit. No discretionary review or public hearing is required. To obtain approval from the Planning Department for a ministerial detached ADU application, the following must be submitted:

Completed Over-the-Counter (Minor Work) Application/Planning Approval Form and Fees

City-Provided Net Zero Plan Set:

- | | | |
|--|--|--|
| <input type="checkbox"/> Plan 1A – Studio Cottage (540 SF) | <input type="checkbox"/> Plan 1B – Studio Mediterranean (540 SF) | <input type="checkbox"/> Plan 1C – Studio Farmhouse (540 SF) |
| <input type="checkbox"/> Plan 2A – 1 bedroom Cottage (650 SF) | <input type="checkbox"/> Plan 2B – 1 bedroom Mediterranean (650 SF) | <input type="checkbox"/> Plan 2C – 1 bedroom Farmhouse (650 SF) |
| <input type="checkbox"/> Plan 3A – 1 bedroom plus Cottage (750 SF) | <input type="checkbox"/> Plan 3B – 1 bedroom plus Mediterranean (750 SF) | <input type="checkbox"/> Plan 3C – 1 bedroom plus Farmhouse (750 SF) |
| <input type="checkbox"/> Plan 4A – 2 bedroom Cottage (998 SF) | <input type="checkbox"/> Plan 4B – 2 bedroom Mediterranean (998 SF) | <input type="checkbox"/> Plan 4C – 2 bedroom Farmhouse (998 SF) |

Assumption of Risk, Release and Waiver of Liability and Indemnity Agreement

Soils Report (Recommended)

Site plan prepared by Architect of Record (Recommended)

Site plan prepared by Other Professional

Site Plan

Site Plan must, at minimum, include the following information:

- Property Owner & Plan Designer Contact Information
- Complete Project Description & Site Data/Calculations
- Grading and Drainage Information
- Adjacent Street, Alleys, Easements, etc.
- Building/Structure Setbacks and Property Lines
 - Call-out of side and rear setbacks (minimum of 4 feet)
 - Survey (If replacing an existing structure that is less than 3 from a side or rear property line)
 - For Horse (H District) properties, minimum distance of 35 feet from horsekeeping area, when feasible.
- Utility Locations (A/C, wall-mounted panels, etc.)
- Existing & Proposed Fences, Walls, or Retaining Walls (if applicable)
- Existing & Proposed Landscape and Hardscape areas (if applicable)

Declaration of Restrictions Recorded with Los Angeles County Recorder's Office (Prior to Building Permit Issuance)

- ADU: Declaration of Restrictions that ADU may not be used for short-term rentals of thirty days or less

Public Facilities Impact Fees: If the ADU is >750 square feet, fees must be paid prior to issuance of building permit.



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Required additional reviews, if applicable:

- Properties designated as Very High Fire Severity Zones ([VHFSZ](#)), [Fuel Modification](#) review is required for new detached ADUs
- If the property is located within 1,000 ft. of a methane producing site, additional measures may be required.
- If the property has alternative on-site water treatment systems (septic, wells, etc.), review by the [LA County Department of Public Health, Environmental Health Division](#) is required.
- If the property has above-ground Southern California Edison (SCE) facilities, and/or wishes to install a new meter for the proposed ADU, then review by SCE is required. Applicant must contact SCE Local Planning for a Service Request and Meter Spot by calling 1-800-655-5444.