



JUNIOR ACCESSORY DWELLING UNIT (ADU)/ATTACHED OR INTERNAL ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST

City of Rolling Hills Estates

Except when a neighborhood compatibility review is specifically required, a JADU, attached, or internal 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 JADU, attached or internal ADU application, the following must be submitted:

- Completed Over-the-Counter (Minor Work) Application/Planning Approval Form and Fees**
- Soils Report (Recommended for new attached ADU applications)**
- 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)
- Floor Plans – Existing and Proposed floor plans must be provided**
- Elevations – Existing and Proposed elevations must be provided for all attached ADU proposals and any exterior improvements, including stairs, entrances or additions for an internal ADU or JADU**

Elevations must, at minimum, include the following information:

 - Overall height call-out, from lowest adjacent grade to highest roof ridge
 - Colors and Materials notes
- 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
 - JADU: Declaration of Restrictions requiring owner occupancy in either the JADU or primary dwelling
- Public Facilities Impact Fees: If the ADU is >750 square feet, fees must be paid prior to issuance of building permit. Max size of ADU is 800 SF, when combined with a JADU (max 500 SF) on the same property.**



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Required additional reviews, if applicable:

- Properties designated as Very High Fire Severity Zones ([VHFSZ](#)), [Fuel Modification](#) review may be required for new attached 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.