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 <u>Chapter 17.56</u> 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:

- Derived Plan Designer Contact Information
- \Box Complete Project Description & Site Data/Calculations
- \Box 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

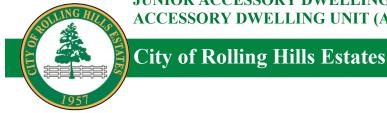
- Elevations must, at minimum, include the following information:
- \Box Overall height call-out, from lowest adjacent grade to highest roof ridge
- \Box Colors and Materials notes

□ 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 (<u>VHFSZ</u>), <u>Fuel Modification</u> 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 <u>LA County</u> <u>Department of Public Health, Environmental Health Division</u> 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.