



## DETACHED ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST - CUSTOM 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**

**Modified 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

Site plan prepared by Architect of Record (Recommended)

**Custom ADU Plans**

**Soils Report (Recommended)**

**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 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.