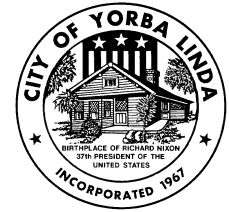


Filing Instructions for:

Accessory Dwelling Units



A. Purpose:

Applications for accessory dwelling units (ADUs) will be considered as a ministerial action requiring compliance with Chapter 18.20, Article IX of the Yorba Linda Zoning Code. The Community Development Director will approve or disapprove of an application for an ADU within 60 days after receiving a complete application. The purpose of this application is to provide a method for ensuring compliance with the *Standards and Criteria* for ADUs and compliance with the neighbor notification requirement as outlined in Chapter 18.20, Article IX of the Yorba Linda Zoning Code. Building permits shall only be issued with finding that the plan for the ADU complies with all requirements of the zoning regulations.

B. Filing Requirements:

- _____1. Uniform Application
- _____2. One (1) set of accurately scaled plans including all of the following (as applicable).

Site Plans:

- a. Name, address, and phone number of engineer /architects, etc.
- b. Property lines and dimensions
- c. Any proposed or existing easements
- d. Distances between buildings/structures
- e. Building setbacks
- f. Label pre-existing structures, driveways, etc. as “EXISTING”; label all proposed development “PROPOSED”
- g. Location, height, and materials of all walls
- h. A vicinity map showing the closest major cross streets
- i. A tabulation table consisting of the following:
 1. square footage of site area
 2. square footage of building*
 3. percentage of lot covered by building, landscape, and parking
 4. number of parking stalls available/proposed (when required)
 5. zoning designation of property
- j. Accessible “path of travel” to front door and parking from public right-of-way (when required)

*Note: If application is for a second-story ADU, a CUP will also be required. Please include the square footage of the existing first floor, any existing second floor, and any addition to both the first and second floors.

Building Elevations

- a. Illustrative building elevations showing all sides of the structure
- b. Material and color sample board
- c. One set of colored elevations

Floor Plans (for **all** projects)

- a. Must be drawn to scale and show the location of all interior uses.

———3. Neighbor Notification Information

- a. Property ownership list – one typed list on gummed labels listing the names, addresses, and assessor’s parcel number of all property owners adjacent to the exterior boundaries of the subject property.
- b. Radius map drawn on the Assessor’s Parcel Maps, indicating the properties adjacent to the subject property (see example on reverse).
- c. The list shall be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 500 S. Main St., 2nd Floor, Orange CA (714) 834-2727.

———4. Accessory Dwelling Unit Survey

C. Plan Preparation:

1. Plans should be drawn on uniform sheets, no greater than 30” x 42”.
2. Plans should be folded to approx. 10” x 12” and grouped into full sheets.
3. Plans must be clear, legible, accurately scaled, and fully dimensioned.

D. Filing Fees:

Accessory Dwelling Unit: \$1,507.00 set fee

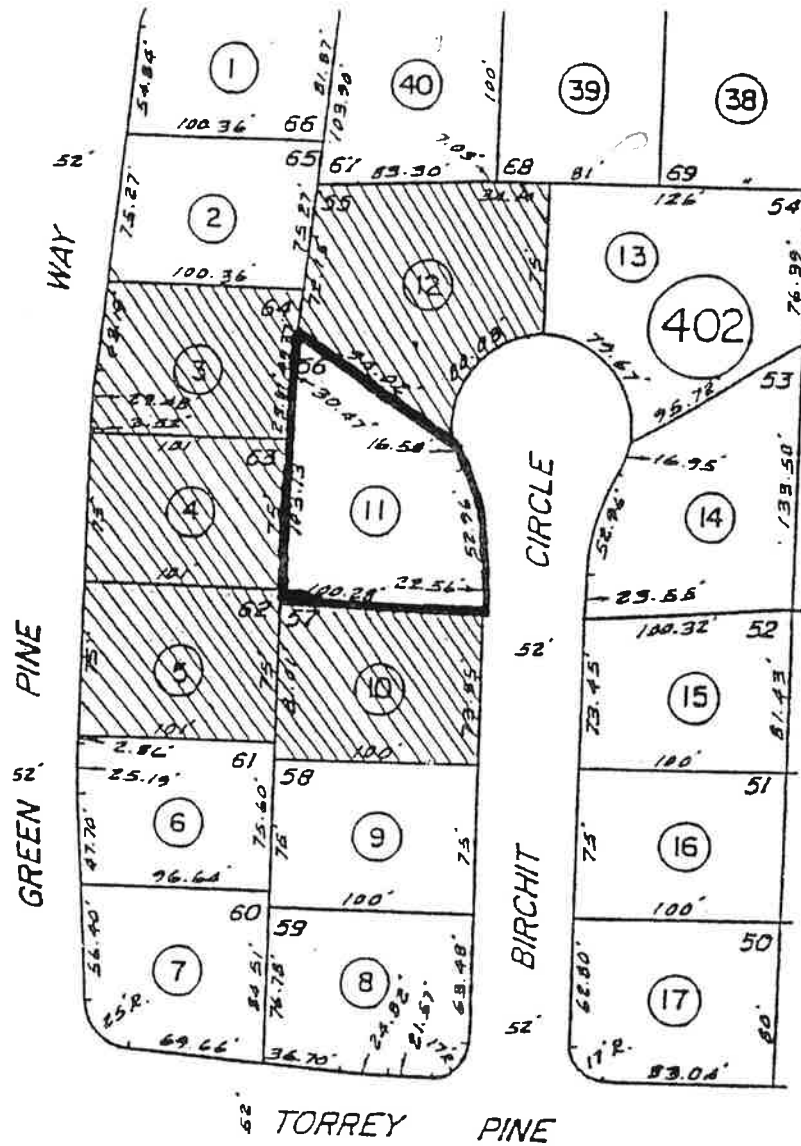
Important Notice: Filing Instructions pertain to the Planning Division’s requirements for accessory dwelling units. The Planning Division is only one of several divisions/agencies that may need to review and approve your plans and issue permits for construction. We recommend that you check with other divisions/agencies early in the process for their requirements. The City divisions and outside agencies you need to contact include, but may not be limited to:

1. City of Yorba Linda Engineering Division. (714) 961-7170
2. City of Yorba Linda Building Division. (714) 961-7120
3. Orange County Fire Authority. (714) 573-6100

Plan Submittal Requirements:

- a. 1 Electronic Copy in a PDF Format
 - Electronic copy may be submitted directly to OCFA via e-mail at eps@ocfa.org (files must be less than 10MB)
 - Electronic copy may be submitted on a CD-ROM or USB Drive to the Yorba Linda Planning Division
4. Yorba Linda Water District (714) 701-3000
5. Placentia-Yorba Linda Unified School District (714) 985-8770

The properties included as part of the neighborhood notification for the Accessory Dwelling Unit (ADU) application must include every lot that touches the property lines of the subject property, even if they meet only at a corner. Mailing addresses of the owners may be obtained at the Orange County Assessor's Office in Santa Ana and must be submitted typed on a set of adhesive address labels. See example below:



A property owner applying for an ADU for lot number 11 (above) must include property owner information for lots 3,4,5,10 and 12. If the project was to take place on the front of lot 11, the Community Development Director will require notification to be sent to the owners of lots 13, 14, and 15 as well.

Accessory Dwelling Unit Survey

Your cooperation in completing this brief questionnaire will help the City in addressing its housing needs.

1. What is the intended use of the accessory unit?
 - Full-time occupancy by a family member or friend
 - Full-time occupancy by a household employee
 - Occasional use by guests
 - Rental to tenants
 - Other _____
2. How many persons will typically occupy the unit? _____
3. Will any cash rent be charged? _____ If yes, expected monthly rent: \$_____

Thank you for your help.

(for City use)

Date approved: _____

Square footage: _____

No. of Bedrooms: _____

