

ADU/Secondary Unit Review Worksheet

Before you draw up plans or apply for a building permit for a secondary unit—also called a granny unit, accessory dwelling unit, or ADU—you’ll want to be sure your project concept complies with the City’s zoning codes, development standards, and parking standards as stated in Municipal Code [Section 20.30.150](#) and [Section 20.30.200](#) (www.sanjoseca.gov/municipalcode). This worksheet enables a consultation with a City planner who will evaluate whether your property and proposal comply. Only projects that comply with all such requirements will be approved. Visit www.sanjoseca.gov/ADUs for a summary of requirements.

INSTRUCTIONS. Submit this completed worksheet to staff at the Planning Counter at the Development Services Permit Center, 1st floor, City Hall (visit www.sanjoseca.gov/permitcenter for hours). It is highly recommended that you bring a rough sketch of your parcel and location of the primary dwelling and proposed secondary unit on the parcel.

For projects that meet the zoning requirements, the planner will initial the worksheet and return it to you. The property owner must sign the declaration in Section 3 below when submitting the building permit application.

There is no fee for this service.

USE THE COMPUTER-FILLABLE FORM AT WWW.SANJOSECA.GOV/PLANNING OR PLEASE USE INK AND PRINT CLEARLY.

1. PROPERTY INFORMATION

PROJECT ADDRESS:

ASSESSOR’S PARCEL NUMBER (APN) FIND APN AT WWW.SCCASSESSOR.ORG:

ZONING DISTRICT FIND ZONING DISTRICT AT WWW.SJPERMITS.ORG:

PD ZONES: Is the property located within a PD-Planned Development Zone? Yes No

If yes, the project may require a planning permit prior to issuance of a building permit; please speak with a planner on how to proceed.

EASEMENTS: Does the property have any dedicated easements? Yes No

To determine easements, view your Parcel Map at <http://www.sanjoseca.gov/index.aspx?NID=5207>.

HISTORIC: Is the property located within a Historic District identified in the City’s [Historic Resources Inventory](#)? Yes No

Find the Historic Resources Inventory at <http://www.sanjoseca.gov/DocumentCenter/View/35475>

If yes, the project may require a planning permit prior to issuance of a building permit; please speak with a planner on how to proceed.

TYPE OF UNIT PROPOSED CHECK ONE:

Attached to Primary Dwelling

Detached

Adjoins Detached Garage

Garage Conversion/Detached

2. CONTACT INFORMATION

PROPERTY OWNER NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

3. OWNER’S DECLARATION

SIGN THIS DECLARATION AT THE TIME OF SUBMITTING THE BUILDING PERMIT APPLICATION.

I hereby affirm, under penalty of perjury, that I am the owner of the property identified in this application, and that I do not intend the secondary dwelling for sale, separate from the primary residence.

● SIGNATURE of Property Owner

PRINT Name

DATE [MM/DD/YYYY]

DEVELOPMENT STANDARDS			STAFF	
Zoning	ADUs are allowed in R-1, R-2, and R-M districts where there is one single-family dwelling on the lot. ADUs are also allowed in Planned Development (PD) districts that are a) subject to the standards and allowed uses of an R-1 Zoning District, or b) ADUs are not expressly prohibited and they conform to the development and use standards of the PD district.			
Lot Size	Minimum 3,000 sq. ft.			
Maximum Floor Area Allowed	<i>Lot Size</i>			
	<i>Maximum Floor Area</i>			
	<i># Bedrooms Allowed</i>			
	3000 sq. ft. - 5,444 sq. ft.	600 sq. ft.		Studio or 1 bedroom; bedroom maximum size is 400 sq. ft.
	5,445 sq. ft. - 9,000 sq. ft.	700 sq. ft.		
9,001 sq. ft. - 10,000 sq. ft.	800 sq. ft.	2 bedrooms		
Greater than 10,000 sq. ft.	900 sq. ft.			
The area of attached units may not exceed 50% of the primary dwelling unit area. The square footage of all areas connected by a door or other opening must be counted toward the allowable square footage of the unit.				
Storage	60 sq. ft. maximum for the entire unit.			
Kitchen	Kitchen is required with sink, food preparation counter, storage, cabinets, and permanent cooking facilities such as oven and range or cooktop.			
Bathroom	Only 1 bathroom is allowed. Must include sink, toilet, and shower and/or bath facilities.			
Setbacks	New attached units: Same requirements as the zoning district.			
	New detached units – No setbacks are required from rear or interior side property line for first story; second story must be set back 5 feet from both rear and side property lines (20.30.150.K.1.c). A 60-foot minimum setback from front property line is required. A 10-foot setback is required to a side corner setback.			
	Conversion - No additional setback is required if an existing detached legal garage or accessory building is demolished/converted to a secondary unit (20.30.150.K.1.a).			
	Riparian setback of minimum 100 feet is required for lots that are ½ acre or greater (20.30.150.J.8.).			
Height	Attached units: Same height requirements and limitations as the zoning district.			
	Detached units: One-story - 18 feet max., 14 feet avg.; Two-story - 22 feet max., 18 feet avg.			
Location	Attached units: Must share a wall or have an integral roof structure with primary residence and be separated by no more than 10 feet (20.30.150.K.2).			
	Detached units: Must be located in the rear yard, with a minimum 6-foot separation from the main dwelling unit (20.30.150.K.3 & 4). Or may be attached to an existing or proposed accessory building, if it meets Building and Fire Code (20.30.150.K.6).			
Parking	One space in addition to the required parking spaces for the primary dwelling, unless the unit qualifies for parking exemptions; visit www.sanjoseca.gov/ADUs for a description of exemptions.			
	All parking spaces must be located on a mud-free, dust free surface, and may be located within the front and side setbacks of the property, with minimum driveway length of 18 feet.			
Rear Yard Coverage	Cumulative total of the rear yard covered by the secondary unit, accessory buildings, and accessory structures cannot exceed 40% (20.30.150.K.7).			
Design Standards	If located on a site that is listed on the California Register of Historic Resources, all new attached units and new detached units must incorporate architectural style, and similar materials and colors, including but not limited to roofing, sidings and windows and doors (20.30.150.L.1 & 2).			
	Front door cannot be on same street-facing façade as that of primary residence with exceptions (20.30.150.L.3).			
	Sill height for openings for second story units must be a minimum 5 feet at building walls nearest to rear and side property lines (20.30.150.L.4).			
REVIEWED BY:			DATE:	