



# CITY OF SAN CLEMENTE

## ADU Permit Submittal Checklist

Community Development Department

Email: [Planning@San-Clemente.org](mailto:Planning@San-Clemente.org), Phone: (949) 361-6197

### TO BE COMPLETED BY THE PROPERTY OWNER

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

I understand that prior to the issuance of a building permit, a deed restriction must be recorded against the title of the property in the County Recorder's office. I understand that the City cannot issue building permits until a copy of the recorded deed restriction is provided to Planning staff.

\_\_\_\_\_  
*Owner's Initials*

I reviewed, understand, and agree to comply with all ADU regulations in the Zoning Ordinance. This includes, but is not limited to: owner must live on-site, maximum of one ADU per lot, short-term rentals (29 days or less) are prohibited, and ADUs cannot be sold separately.

\_\_\_\_\_  
*Owner's Initials*

I understand that the deed restriction shall be enforced by the City. I understand that failure to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining use of the ADU in violation of the recorded restrictions or abatement of the illegal unit.

\_\_\_\_\_  
*Owner's Initials*

I understand that the proposed ADU will be reviewed for building architecture and design. I further understand that I am responsible for modifying the construction drawings to adequately demonstrate compliance with all architectural standards.

\_\_\_\_\_  
*Owner's Initials*

### FOR PLANNING STAFF USE ONLY

The following must be submitted <u>in addition to</u> all Building Permit submittal requirements:	Submitted	N/A
Parking tabulation (including existing, required, and proposed number of parking spaces). If additional parking is not required, detail this on plans.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the site from the street, single-family residence, and the area of the site where an ADU is proposed. (Not required for repurposed ADUs.)	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner Association (HOA) approval letter (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
"Address Exhibit" that includes a simple site plan showing the residence limits, ADU limits, and garage limits, residential dwelling entrances for both the ADU and primary building, and addresses for the residence and ADU.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Coastal Commission approval. If not applicable, the ADU does not require an In-Concept review because the property is located:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Outside of Coastal Zone Overlay <input type="checkbox"/> Within Exclusionary Coastal Zone Area		

**Ready to Submit into Building Plan Check**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_