



ADU CHECKLIST

CITY OF ENCINITAS

DEVELOPMENT SERVICES DEPARTMENT

505 South Vulcan Avenue
Encinitas, CA 92024
(760) 633-2710

planning@encinitasca.gov

This hand-out summarizes the items that the applicant/property owner are required to provide as part of the Accessory Dwelling Unit (ADU) permit submittal process. Please use the following checklist to assist you in preparing your plans and submit the checklist in PDF format as part of the plan check submittal.

Homework Item		Answer/Calculation	Notes	
Property Boundary Survey		☐ Yes ☐ No	Highly recommended. May be required if the ADU is closer than 5 feet to the property line.	
Vicinity Map		☐ Provided		
Site Plan		☐ Provided		
Information on this page is also to be included on a separate Site Plan	Planning	North Arrow	☐ Provided	
		Scale	☐ Provided	
		Site Address	☐ Provided	
		Assessor Parcel Number (APN)	☐ Provided	
		Lot Size	☐ Provided	Please provide the gross and net lot area in square feet and acres. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet.
		Zoning	☐ Provided	
		Zoning Overlays	☐ Provided	
		Property Lines	☐ Provided	Labeled and dimensioned.
		Setbacks	☐ Provided	Labeled, dimensioned, and measured from ultimate right-of way or access easement.
		Street and Alley Centerline(s)	☐ Provided	
		Easements	☐ Provided	Right-of-way, private access road, utility, etc.
		Existing and Proposed Topography	☐ Provided	Existing and proposed site elevation contour lines (intervals not exceeding two feet), with labeled elevation intervals.

		Average Lot Slope (%)	☐ Provided	Provide a separate exhibit/calculation of the average lot slope depicted and calculated for the property. (Required for all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)).
		Floor Area of Primary Residence	☐ Provided	Floor area/square footage of residence, broken down by first floor square footage and second floor square footage.
		Floor Area of Garage	☐ Provided	
		Floor area of all accessory structures (barn, workshop, etc.) other than the ADU	☐ Provided	
		Floor Area Ratio	☐ Provided	Calculated by dividing the total bulk floor area by the gross lot area. (FAR calculation applies to zones R-5, R-8, R-11, and RS-11 only).
Information on this page is also to be included on a separate Site Plan	Planning	Lot Coverage	☐ Provided	Calculated by dividing the ground floor area of building(s) by the net lot area, (which is the gross lot area exclusive of the ultimate street ROW).
		Onsite Parking Required	☐ Yes ☐ No	Please provide a breakdown of the required parking for the project. Please also indicate with a note if the property is within ½ mile of transit and is exempt from providing parking for the ADU.
		Height of Structures, Fences, and Retaining Walls	☐ Provided	- Provide elevation of walls and fences. - Show existing and proposed heights.
		Architectural elevations	☐ Provided	Please clearly show/label the existing and finished grade lines at the building wall. Elevations shall also include the dimension of the proposed building height measured from the lower of the existing or finished grade.
		Slope Analysis	☐ Yes ☐ No	If the property is located within the Special Study Overlay Zone and/or the Hillside/Inland Bluff Overlay Zone, please contact the Planning Division at 760-633-2710 or at planning@encinitasca.gov to determine if a slope analysis will be required.

	Fire Prevention	Fire Access	☐ Provided	The fire apparatus access road shall comply with the requirements of CFC Section 503 with local amendments and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the buildings as measured by an <u>approved</u> route around the exterior of the building.
		Fire Sprinklers Required	☐ Yes ☐ No	Deferred submittal permitted. Please contact Fire Prevention at 760-633-2820.
		Very High Fire Hazard Severity Zone	☐ Yes ☐ No	
	Engineering	Grading (if applicable)	☐ Provided ☐ N/A	Include earthwork quantities on Site Plan and indicate maximum depth of cut and maximum height of fill.
		Area of New Impervious Surfaces	☐ Provided	Include square feet of Site Plan/Grading Plan.
		Area of Replaced Impervious Surfaces	☐ Provided	Include square feet of Site Plan/Grading Plan.
		Stormwater Intake Form	☐ Provided	
		Permanent Stormwater BMPs Designed (if required)	☐ Provided ☐ N/A	If over 500 square feet of impervious improvements.
		Geotechnical Letter Report	☐ Provided ☐ N/A	If building over 500 sq. ft., unless waived by the Building Official. Examples: ADU is on certified pad, there is a compaction report for pad, City has soils report on file, others subject to Building official's review.
	Utilities	Utility Locations:		- Indicate distance from connection to ADU - Indicate calculations for meters/lines - Process SDG&E work order for new meters
		Water Connection	_____ feet	
		Gas Connection (gas isometric drawing)	_____ feet	
		Electric	_____ feet	
		Solar	☐ Provided ☐ N/A	Solar is typically required. For exceptions, please check with the Building Division plan reviewer.
		Green Building Ordinance/Electrification	☐ Provided	All detached ADU's and PRADU's must be all electric (no gas permitted).
Installing New Meters (electric, water, or gas)		☐ Yes ☐ No	If installing any new meters, contact the utility provider as soon as possible.	

		Panel Upgrade	☐ Provided ☐ N/A	Check with power company to determine if a panel upgrade is required.
		Wastewater	☐ Sewer ☐ Septic	- If septic, attain Department of Environmental Health approval. - If sewer, contact appropriate sewer agency.
Download Full Sets of digital plans (PDF)			☐ Provided	All drawings and text to be legible and drawn to scale. Please see File Naming Conventions for submittal.
Current Grant Deed			☐ Provided	Required for preparation of the ADU Covenant.
ADU Covenant			☐ Provided	Required pursuant to EMC Section 30.48.040. Planning staff will prepare this document for you during the plan check process.
Housing Development Tracking Form			☐ Provided	Provide to the Planning Division plan checker prior to permit issuance.
Register for Customer Self Service (CSS)			☐ Provided	Customer Self Service