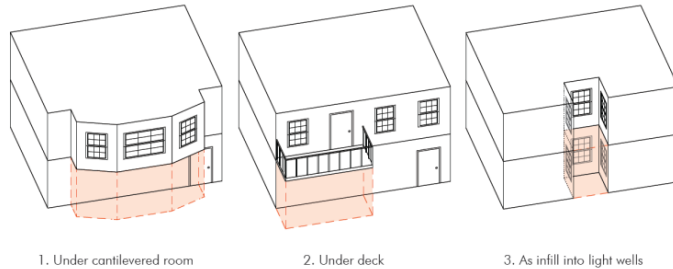


CHECKLIST FOR EXPANSIONS Accessory Dwelling Units (ADU) And Legalization of Unauthorized Dwelling Units (UDU)

Project Address		Block	Lot	Zoning District
Project Contact Name	Email	Phone		Historic Resource Status

Potential Building Expansions Processed Concurrent with ADUs

1) For both Multi-unit buildings and single family homes: If the proposed ADU(s) **requires waivers** from Planning Code exposure, open space, parking, density and/or rear yard requirements, the ADU(s) can only be located within portions of the existing building that are not part of any existing dwelling units' habitable area (a garage or storage area are generally not considered to be habitable area). The ADU(s) must be located within the existing built structure as it existed three (3) years prior to the filing of the ADU building permit application with the exception of the following three potential building expansions: 1) an infill area under a legal cantilevered room not located in a required rear yard, 2) an infill area under a legal deck not located in a required rear yard and 3) and a lightwell against a neighboring blank wall. The legal cantilevered room, legal deck and lightwell must have been in existence as of July 11, 2016.



2) For single family homes: If the ADU **does not require waivers** for exposure, open space, or rear yard, the existing structure may be expanded within the buildable area of the lot (as expansion or new structure) and the ADU located within that expansion. Any building expansion would be subject to the requirements for Section 311/312 neighborhood notification and any applicable design guidelines.

3) If the ADU is being completed in conjunction with mandatory seismic retrofitting in compliance (Section 34B of the Building Code) or voluntary seismic retrofitting in compliance with DBI Administrative Bulletin 094, the building may be raised up to three feet to provide adequate ceiling height for ground floor residential use without having to undergo Section 311/312 notification. The built envelope of the building must have existed three (3) years prior to the filing of the ADU building permit application.

Dwelling Unit Legalization

Dwelling units being legalized may not be expanded into (N) expansions of the built envelope which do not contain the unwarranted unit as of the filing of the application to legalize it. An expansion such as stairs to access the rear yard open space from an upper level dwelling unit may require Section 311/312 notice.

*****If building envelope expansion is proposed, include additional items listed on the Building Expansion Checklist back of this form.*****

ACCEPTED
 NOT ACCEPTED
 DATE: _____ PLANNER (Print name) _____

		<i>Mark</i> X= Provided O= Needed	
Building Expansion Concurrent with ADU/ Legalization of Unauthorized Unit Checklist		ADU	UDU Legalization
General	Pre-Application Meeting Materials		
	Completed Form: Supplemental Information for Building Permit Application - Planning Review		
Site Plan	Location of Proposed Work Within the Lot		
	Adjacent Building Outlines (Showing Full Width of Abutting Lots)		
	Front Yard Landscaping and Permeability		
Floor Plans <small>Showing Existing and Proposed</small>	Garage (Automobile and Bicycle Parking Spaces)		
	Floor Plan(s) of Floor(s) of Work		
	Floor Plan(s) of Other Floor(s)		
	Roof Plan		
Elevations <small>Showing Existing and Proposed</small>	Front		
	Rear		
	Sides		
	Sections through the Building (existing and proposed)		
Photographs <small>Provide location key</small>	Front Facade of the Subject Building and Adjacent Buildings		
	Buildings across the street from the Subject Building		
	Rear Facade of the Subject Building		
	Rear View of the Adjacent Buildings		