

# A LOCAL AGENCY'S GUIDE TO IMPLEMENTING ACCESSORY DWELLING UNITS

## 3 ways to support ADU Development in your jurisdiction!

For more information, please visit: <https://sjvcogs.org/reap/>

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### UPDATE YOUR ADU ORDINANCE

Aside from compliance with State ADU law, a **primary goal** of updating your ADU ordinance should be to make it easy-to-understand for the reader, including homeowners and agency staff. We recommend the following “add-ons” to ensure an efficient and effective ADU ordinance:

- Draft Interim Guidelines that are available to the public on the agency’s website.
- Develop an Internal Policy and Procedure to guide current and future staff.
- Supplement ordinance with a How-to-Guide for homeowners and contractors.
- Create a separate ADU Application and Application Checklist.



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### DEVELOP PRE-APPROVED PLANS

A **primary goal** of developing pre-approved plans should be cost-savings to the customer – both time (e.g., permitting process) and money (e.g., design experts, construction, etc.). Pre-approved plans can range from floor plans and elevations to a complete set of construction plans, drawings, and specifications that are reviewed and approved through the plan review process. In determining your agency’s approach to pre-approved plans, we recommend the following considerations.

#### 1. HIRING CONSULTANTS

- Architect, Draftsperson, Designer
- Extent of Plan Sets
- Indemnification Forms/Waivers

#### 2. DESIGNING LAYOUTS

- Applicable city-wide or within a specific area
- Attached, Detached, or Internal Conversion ADUs
- Common lot sizes (hint: look at building permits)
- Allowances under the CBC and CRC
- Fee thresholds (i.e., impact fees, school fees)
- Affordable, flexible, and accessible spaces

#### 3. SELECTING STYLES

- Common architectural styles
- Structural loads of design features
- Cost-effective construction materials
- Design Workbook showcasing styles

#### 4. PLAN REVIEW

- In-house or third-party review



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### IMPLEMENT ADU PROGRAM

Put it all together and implement an ADU Program. A **primary goal** of implementing an ADU Program should be to take the guesswork out of the process and reduce the resources needed to develop ADUs, for both homeowners and agencies. There are three (3) main ways to set up a program. We recommend the following considerations when choosing components of your ADU Program.

#### 1. PROCESSING GUIDE

- Determine audience
- Interpret regulations for public consumption
- Technical yet visual – adequately interpret the code and present it in a visual way
- Provide tools and examples – plot plan, easements, lot coverage, special design standards (e.g., flood, geologic)
- Hyperlink

#### 2. TECHNICAL ASSISTANCE

- Designate staff member or email address
- Utilize web-based services – webpage, cost-calculator, interactive GIS map, etc.
- Front Counter educational marketing materials – information sheet, templates, application checklist, etc.
- On-call consulting availability

#### 3. FINANCIAL ASSISTANCE/ LOANS

- Fee Waivers – city-controlled fees
- Amnesty Program to legalize illegal ADUs
- Grants or Loans

