



PRE-APPROVED ACCESSORY DWELLING UNIT MASTER PLAN SUBMITTAL CHECKLIST – SITE SPECIFIC

City of Sausalito | Community Development Department
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PRE-APPROVED DETACHED ADU - GENERAL INFORMATION

The City of Sausalito has developed a process to expedite the review process for new detached Accessory Dwelling Units (ADU) in accordance with State Law AB1332. Qualified design professionals can now apply to have their detached ADU designs and plans pre-approved (detached ADU structure only not tied to a specific site) and featured on the City website. Design professionals may also submit their detached ADU plans tied to a specific site to be pre-approved for future use on other properties through the pre-approval process.

Homeowners may review pre-approved plans online and contact design professionals to purchase pre-approved plans for detached ADU structures. Design professionals will then work with the homeowner to submit site-specific information as part of a building permit application to construct the unit.

To review the full set of regulations related to ADUs, please refer SMC Section 10.44.080 at <https://www.codepublishing.com/CA/Sausalito/#!/Sausalito10/Sausalito1044.html#10.44.080>.

PRE-APPROVED DETACHED ADU - PROCESS OVERVIEW

Architects, Builders, and Designers may submit detached ADU designs for review and approval of the building concept as a pre-approved building permit with or without a site. To submit for Pre-Approval please refer to the steps below:

1. Review the Pre-Approved ADU Master Plan Submittal Checklist for submittal requirements.
2. Prepare Plans.
3. Submit a building permit application and fees online. “Project Address and Description” shall be input as “Pre-approved ADU Master Plan – (Company Name) – (ADU Model Plan Name)”. Note that each model plan shall be submitted as a separate application with separate fees.
4. The actual time is relative to the requirements of each project and the completeness of the submittal. Once a building permit application is complete and accurate, the City shall process the Master Plan ADU permit application with 60 days.
5. Once the review is approved, a brief description of the size/type of pre-approved ADU plans and vendor contact information will be featured on this webpage. The designer may also agree to post the pre-approved ADU floorplans on the website for residents to view.
6. The construction plans must meet all the 2022 California Residential Code requirements and is only valid through the 2022 California Building Code cycle (through 2025).
7. Preapproved ADU Master Plan must submit new applications once the City adopts new California Building Codes (update anticipated in January 2026).
8. Any proposed updates or modifications to the pre-approved plans shall be re-submitted as a new application for a pre-approved Master ADU Plan.

PRE-APPROVAL OF ADU MASTER PLAN CONNECTED WITH SITE SPECIFIC PLAN

This submittal checklist is intended for qualified professionals applying for ADU Plans with a site plan and address. Designers will go through pre-approval at the same time as normal permitting for a site-specific ADU design. This means that you are willing to have the design published on the website to be used again, otherwise you can opt to not have the plans published on the website.

SECTION 1 – PRE-APPROVED ADU MASTER PLAN SUBMITTAL CHECKLIST

Item	Description	Check If Submitted
Application Form	Completed Building Permit Application Form with all required signatures	
Plans	<p>Electronic plans, that meet the City’s Digital Submittal Requirements and include all of the following:</p> <ul style="list-style-type: none"> • <i>Title Block:</i> <ul style="list-style-type: none"> ○ ADU Plan Type ○ Designer Contact Information ○ Designer Professional Stamp, as applicable, and signature ○ City assigned application number and space for city approval stamp • <i>Title Sheet:</i> <ul style="list-style-type: none"> ○ Name of the owner(s), ○ Address of the project ○ Assessor’s parcel number ○ Information if site is in a flood zone or in a Wildland Urban Interface (WUI) Zone ○ Statement: “all construction regardless of the details on the plans shall comply with the following California Code Standards: 2022 Building Code, 2022 Residential Code, 2022 Plumbing Code, 2022 Mechanical Code, 2022 Electrical Code, 2022 Building Energy, 2022 Fire Code, and 2022 Cal Green Building Code.” • <i>Architectural:</i> <ul style="list-style-type: none"> ○ Floor plan (Existing and Proposed) ○ Reflecting ceiling plan ○ Roof Plan ○ Exterior Elevations (Existing and Proposed) ○ Building Cross Sections ○ Door and Window Schedule • <i>Structural:</i> <ul style="list-style-type: none"> ○ Foundation plan ○ Floor and ceiling framing plans ○ Roof framing plan ○ Structural with point of connection details ○ Prefabricated roof truss shop drawings ○ Details and notes, including but not limited to structural calculations ○ Plans for Group R, Division 3 and Group U occupancies and accessory building must be signed by the person who drew the plans Business & Professions code 5536.1 ○ Other details: Provide details for any special features related to the structure and/or floorplan (e.g. stairs, 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<p>graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimneys, and sound transmission control between residential units)</p> <ul style="list-style-type: none"> ○ Note standard 13D water pressure and line system should be considered to allow the structure to accommodate fire sprinklers, when required on site (see Note 3 below). ○ Utility Plans requiring underground service connections (mechanical, electrical, lighting, plumbing) ○ Electrical panel schedule and electrical load calculations as required ○ Gas Line diagram and gas load calculations ○ Title 24/Energy Compliance: Provide required Title 24 documentation CFIR for low rise residential as applicable and print on plans. ○ Cal Green Building Compliance: Checklist on full size drawing sheet ○ Structural Calculations and details, as required ○ Geotechnical Report, as required ○ Illustration of defensible space required for Wildland Urban Interface Areas <ul style="list-style-type: none"> ● <i>Site Plan: *All Site Plans must reference a Topographic and Boundary Survey that is stamped and signed by a licensed surveyor or qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965).*</i> <ul style="list-style-type: none"> ○ Existing and Proposed ○ Site data table ○ Required setbacks ○ Lot coverage (existing & proposed) ○ Floor area ratio (existing & proposed) ○ Dimensioned property lines, easements and overhead electrical power lines, where applicable ○ Utility locations and connection points ○ Building footprints of all structures (existing & proposed) ○ Sheet index of the complete drawing set ○ Designer contact information ○ Grading, direction and daylight of drainage, streets, driveways, off-street parking (for both the primary residence and ADU, if required) and utilities. ○ Erosion control measures ● <i>Vicinity Map:</i> <ul style="list-style-type: none"> ○ Show all adjacent properties, structures, and nearby streets around the project site. ○ If applicable, show transit located within one-half mile walking distance from the project site. ● <i>Site-specific details:</i> Provide other site-specific details for any special features (e.g., access to the ADU, landscaping and/or defensible space, site-related retaining walls, stairs, handrails, guardrails or other site-related information) ● <i>Demolition plans as applicable</i> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Notes	<ol style="list-style-type: none"> 1. All drawings and calculations must be signed by the person who prepared them as required by the California Business and Professions Code. 2. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted 3. The property information shall indicate if the existing residence has sprinkler system or not. The ADU shall be required to be equipped with fire sprinklers if the existing residence is sprinklered. Fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals. 4. Qualified Professional must indicate in writing to the City of Sausalito if they do not wish for these plans to be published on the City of Sausalito website. 	
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SECTION 2 – CONTACT INFORMATION

Property Owner Name	
Property Owner Address	
Property Owner Telephone	
Property Owner Email	
Applicant Name (Primary Project Contact)	
Applicant Address	
Applicant Telephone	
Applicant Email	

SECTION 3 – SUMMARY OF ADU REGULATIONS FROM SMC 10.44.080

Please initial to acknowledge you have read the ADU Regulations and verified that your project complies.

ADU Regulation	Description	Applicant Initial	STAFF USE ONLY
ALL ADUs			
Location	ADUs are only allowed in single-family residential (R-1-20, R-1-8, R-1-6), two-family residential (R-2-5, R-2-2.5), multiple-family residential (R-3), planned residential (PR), houseboats (H), arks (A), central commercial (CC), mixed commercial and residential (CR) and neighborhood commercial (CN) zoning districts. <i>ADUs are not permitted on any lot in single-family residential zoning districts where (1) an urban lot split has been approved pursuant to SMC 9.70, or (2) where a two-unit development has been approved for construction pursuant to SMC 10.44.350.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Density	<p><u>Single-family dwelling (existing or proposed):</u> No more than one ADU and one JADU that complies with Section 10.44.085 is allowed. Parcel must contain at least one existing or proposed primary dwelling unit.</p> <p><u>Multifamily dwelling (existing or proposed):</u> No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies all of the following:</p> <ol style="list-style-type: none"> 1) The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU. 2) The peak height above grade does not exceed the applicable height limit provided in the Height section below. <p>If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Access	An ADU shall have a separate entrance.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Kitchen and Bathroom Facilities	Except for an efficiency unit, an ADU shall contain its own kitchen facility and bathroom facility separate from the primary dwelling unit. The kitchen facility must include the following features: (a) a sink; (b) a refrigerator of more than five cubic feet capacity; and (c) a range or cooktop.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Restrictions	If the ADU application is received after January 1, 2025 and the subject property is located in an R-1-20, R-1-8 or R-1-6 Zoning District the property owner must occupy either the primary unit or accessory dwelling unit as their primary residence.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Sprinklers	ADUs are not required to have fire sprinklers if they are not required in the single-family or multifamily dwelling unit on the lot. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in any existing dwelling unit.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Short-Term Rentals	An ADU may <u>not</u> be rented for fewer than 30 days.		<input type="checkbox"/> Yes <input type="checkbox"/> No
DETACHED ADUs			
Setbacks	New detached ADUs must provide side and rear setbacks of at least four feet. No additional setbacks are required to convert an existing accessory structure to an accessory dwelling unit. If an existing multifamily dwelling has a rear or side setback of less than four feet, modification of the existing multifamily dwelling is not required as a condition of constructing the accessory dwelling unit.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor Area, Coverage, Impervious Surfaces	Construction of a new detached ADU shall conform with the floor area, coverage, and impervious surfaces regulations applicable to the primary dwelling unit parcel. Limits on lot coverage, floor area ratio, open space, and size shall be waived to allow an ADU up to a maximum of 800 square feet with four-foot side and rear yard setbacks.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Size	No less than an efficiency unit (150 sq. ft.), and no greater than 850 sq. ft. for a studio or one bedroom or 1,000 sq. ft for more than one bedroom. <u>Only an ADU 800 sq. ft. or less in size qualifies for a waiver of floor area ratio and building coverage development standards of the applicable zoning district.</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Height	<i>As measured at any point along roofline of the proposed ADU to the existing or created grade (whichever is lower) directly below the unit.</i> <u>Detached:</u> (1) No greater than 16 feet if on a lot with an existing or proposed single-family or multifamily dwelling unit. (2) If within ½-mile walking distance to public transit stop, ADU may not exceed 18 feet in height, with an additional 2 feet permitted to accommodate roof pitch aligned with that on primary dwelling unit. (3) A height limit of 18 feet if on a lot with an existing or proposed multifamily, multistory dwelling.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking	One parking space is required for attached and detached ADUs unless located within ½-mile walking distance of public transit stop, located within a historic district, within one block of designated car-share vehicle parking, or if on-street parking permits are required but not offered to the occupant of the ADU.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilities and Impact fees	May be required to have a new or separate utility connection, including a separate sewer lateral, between the accessory dwelling unit and the utility. No impact fees imposed on ADU under 750 sq. ft. in size. If the ADU is 750 sq. ft. or larger in size, impact fees are charged proportionately in relation to the area of the primary dwelling unit. No ADU shall be permitted if it is determined there is not adequate water or sewer service to the property.		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4 – PROPOSED DETACHED ACCESSORY DWELLING UNIT INFORMATION

Primary Dwelling Unit Address	
Proposed ADU Address	
Assessor’s Parcel Number (APN)	
Size of Proposed ADU (sq. ft.)	
Is Proposed ADU in Required Off-Street Parking Area? (Use info provided by City staff)	

SECTION 5 – FOR COMPLETION BY CITY STAFF ONLY

DATE RECEIVED (MM-DD-YYYY)	
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PROJECT NUMBER	
ZONING DISTRICT	
PRINTED NAME	
TITLE	
SIGNATURE	

SECTION 6 – Advisory Notes*

1. An accessory dwelling unit may not be rented for fewer than 30 calendar days.
2. Appropriate Building Permits are required prior to the occupancy of the Accessory Dwelling Unit.
3. Fire Sprinklers shall be required in the ADU if the primary dwelling unit contains fire sprinklers.
4. A Fire District Inspection shall be required in order to determine final occupancy requirements.
5. The applicant shall contact the Marin Municipal Water District and the Sausalito Marin City Sanitary District for additional permitting requirements.
6. For an Accessory Dwelling Unit, elimination of any of the required access and/or facilities elements (i.e., the separate entrance, kitchen, bathroom facilities) or noncompliance with any requirements shall require the property owner to demonstrate compliance of the property with all applicable development standards in the Zoning Ordinance.
7. A Change of Address Application shall be filed with the Department of Public Works for all new ADUs following approval of an ADU Permit.

Additional Applicable Advisory Notes:

***Where advisory notes are found to be non-compliant with state law related to ADUs, state law supersedes.**