



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

APPLICATION CHECKLIST ACCESSORY DWELLING UNIT

This packet contains filing forms and instructions for completing an Accessory Dwelling Unit application pursuant to Section 17.72.020 of the Nevada City Municipal Code.

The City finds and declares that Accessory Dwelling units are an important form of housing that contributes to the character and diversity of housing opportunities in Nevada City. **“Accessory dwelling unit (ADU)”** means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. **“Junior accessory dwelling unit (JADU)”** means a unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure. (see Ordinance 2020-01 for all standards):

1. An ADU shall be allowed on a lot within the City that contains a legal, single-family or multi-family residence.
2. All ADUs shall meet all building and fire codes.
3. Each ADU shall have one (1) separate, off-street parking space in addition to the required two off-street parking spaces for the existing residence(s), unless waived pursuant to Section 17.70.026 (E).
4. Until January 1, 2025, the City shall not impose an owner-occupancy requirement on any newly permitted accessory dwelling unit on a lot with a single family dwelling.
5. Total coverage of all buildings shall not exceed 50%.
6. An existing primary dwelling may be converted to ADU if it meets Ordinance standards
7. ADU Design shall meet standards outlined in 17.72.026 (I)
8. Lighting shall not spill onto neighboring lots.
9. New construction of ground level ADUs shall be designed and constructed to allow for disability/ accessibility standards pursuant to 17.72.026 (J)

ADU Size Considerations

- *Under 750 square feet - Development Impact Fees waived
- *Attached unit over 640 square feet - Eliminates short-term rental potential
- *Detached unit over 800 square feet - Eliminates short-term rental potential
- *1 bedroom or studio ADU cannot exceed 850 square feet
- *2 bedroom or more ADU cannot exceed 1,000 square feet

PROCESS: Once a complete application has been submitted, it will be reviewed by the City Planner for ADU entitlement. Once ADU entitlement is approved, a building permit can be obtained from the Nevada County Building Department. At the time of building permit application, you are required to submit an electronic version of the full plan set (or three hard copies). The Building Department will require 2 sets of plans that include Fire Department signature and two City staff signatures (usually City Planner and City Engineer).

Checklist for application submittal:

1. ADU application form, signed by owner. If signed by a representative, include a letter of authorization from the property owner(s).
2. Filing fee consistent with the most recent fee resolution adopted by City Council
3. One electronic copy of plans (or three hard copies) including the following:
 - a. site plan showing all existing and proposed structures (topographic contours and other relevant site features such as streams, rock outcroppings, and trees may be required on a case-by-case basis.
 - b. elevations with all building dimensions and material call-outs for windows, doors, siding, roofing
 - c. Proposed Floor plan along with an existing floor plan if applicable.
4. Color profiles and material specification sheets for roofing, siding, windows, and doors.
5. Photograph(s) of existing residence on property and adjacent properties.
6. Fee Review Worksheet, attached



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OFFICE USE ONLY	
Filing Fees	
Chk	Cash
Bus. Lic.	

ACCESSORY DWELLING UNIT ARCHITECTURAL REVIEW

Applicant/Property Owner

Name

Address

City, State

Phone

Email Address

Check all that apply:

- ☐ A New Detached ADU Structure
- ☐ ADU attached to existing residence
- ☐ Conversion of space to ADU
- ☐ Junior ADU
- ☐ In the Historic District
- ☐ Other (Describe)

Address and Assessor's parcel number of property where construction is proposed (also complete attached location key map):

Street Address

Assessor's Parcel Number

Nearest cross street _____

New floor area proposed _____ S.F.

Briefly describe proposed project:

Number of buildings on property _____

Square footage of primary dwelling converted to ADU _____

Year of primary dwelling construction _____

Square footage of ADU unit _____

Square footage of primary dwelling _____

I am the owner(s) or authorized agent for the subject property.

Signature

Date

Signature

Date

SUPPORTING DATA

SITE PLAN AND ENVIRONMENTAL CONSIDERATIONS:

Is the coverage and setback of the new construction compatible with surrounding houses? Site Plan shall show that coverage of all buildings does not exceed 50% ☐ Yes ☐ No

If no, please explain

VOLUME AND MASSING

Lot Size _____ SF

Will the proposed building or changes
Have a larger floor plan than surrounding buildings?
Be taller than surrounding buildings?
Block views or sunshine from existing buildings?
Does the site plan provide a private yard area?

Yes No

Discussion, if needed:

PARKING PLAN Please delineate off-street parking spaces on the site plan including parking spaces for the primary dwelling on the site plan.

MATERIALS

Please list all materials that will be similar to or compatible with the main residence:

Roof: _____ Existing home: _____

Pitch: _____ Existing home: _____

Siding: _____ Existing home: _____

Windows: _____ Existing home: _____

Trim: _____ Existing home: _____

Decks, porches, railings: _____ Existing home: _____

COLORS (Please provide color chips of each color)

Color brand, name, number

Roof: _____

Trim: _____

Accents: _____

Railings/Decks: _____

Siding: _____

Do these colors match the existing home? If not, how do they differ?

DETAILS

Please provide sufficient information to allow review of the building's details, including:

- Foundation, rock work or veneer accents
- Vents and flues
- Door and window materials, trim and design detail
- Porch and deck framing and railing details
- Garage door

OTHER APPLICABLE INFORMATION

Use the space below to provide any additional information.

ATTACHMENT A
REQUIRED NOTICE

“NOTICE: If you are considering establishing your primary dwelling unit and accessory dwelling unit as a condominium, please ensure that your building permitting agency allows this practice. If you decide to establish your primary dwelling unit and accessory dwelling unit as a condominium, your condominium plan or any future modifications to the condominium plan must be recorded with the County Recorder. Prior to recordation or modification of your subdivision map and condominium plan, any lienholder with a lien on your title must provide a form of written consent either on the condominium plan, or on the lienholder’s consent form attached to the condominium plan, with text that clearly states that the lender approves recordation of the condominium plan and that you have satisfied their terms and conditions, if any.

In order to secure lender consent, you may be required to follow additional lender requirements, which may include, but are not limited to, one or more of the following:

(a) Paying off your current lender.

You may pay off your mortgage and any liens through a refinance or a new loan. Be aware that refinancing or using a new loan may result in changes to your interest rate or tax basis. Also, be aware that any subsequent modification to your subdivision map or condominium plan must also be consented to by your lender, which consent may be denied.

(b) Securing your lender’s approval of a modification to their loan collateral due to the change of your current property legal description into one or more condominium parcels.

(c) Securing your lender’s consent to the details of any construction loan or ground lease.

This may include a copy of the improvement contract entered in good faith with a licensed contractor, evidence that the record owner or ground lessee has the funds to complete the work, and a signed statement made by the record owner or ground lessor that the information in the consent above is true and correct.”