



ACCESSORY DWELLING UNIT AND JUNIOR ACCESSORY DWELLING UNIT Building Permit Only

City of Palos Verdes Estates
Community Development Department
340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274
(310) 378-0383

An Accessory Dwelling Unit (ADU) is an attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on the same lot with a proposed or existing primary residence.

A Junior Accessory Dwelling Unit (JADU) provides complete independent living facilities within an existing residential dwelling.

Submittal Requirements - ADU and JADU Building Permit Only Form, Plan Check Control Sheet, 1-set of full-sized construction plans drawn to scale with the necessary information including a pdf once formally submitted to the City, and Plan Check fees.

Eligibility Checklist – Below are development standards for ADU’s and JADU’s requiring a building permit only. Please indicate whether the proposed project meets these standards by filling in the blanks and answering “YES” or “NO” or “N/A” for each section. Your project may be feasible if your answer is yes to all the questions below. Approval from the Community Development Department Planning Division is required for all ADU’s and JADU’s.

Deed Restriction and Covenant – Recorded document must be submitted prior to the City’s issuance of a building permit.

See Attached – Eligibility Checklist, plan check control sheet, lot coverage sheet, deed restriction and covenant.

Eligibility Checklist

<i>Does the ADU meet the following development standards pursuant to PVEMC Chapter 18.45 Accessory Dwelling Units?</i>	<i>Compliance (YES or NO) N/A, if applicable.</i>
ZONING • Zoned to allow single-family residential or multifamily residential use.	
JADU • Maximum 500 square feet in size. • Contained entirely within an existing or proposed single-family structure. • An enclosed use within the residence, such as attached garage, is considered to be part of and contained within the single-family structure. • If an attached garage is converted, 2 onsite covered parking spaces must be provided to fully replace the parking spaces converted to a JADU. • Separate bathroom facilities or shares bathroom facilities with the existing or proposed single-family structure. • Exterior entrance separate from the main entrance to the proposed or existing single-family structure. • Interior entrance to the main living area of the existing or proposed single-family structure if the unit does not include its own separate bathroom. • Efficiency kitchen which includes a cooking facility with appliances, minimum 15 square feet of food preparation counter and storage cabinets, and minimum of 30 square feet of food storage cabinets.	
ADU <u>Proposed or Existing Single-Family Dwelling</u> • 1-ADU and 1-JADU if within proposed or existing space or if an ADU is within accessory structure and may include a maximum 150 square foot expansion to accommodate ingress and egress. • Side and rear yard setbacks sufficient for fire and safety. • Exterior access is independent of the proposed or existing single-family dwelling. • JADU complies with city standards. <u>Proposed or Existing Single-Family Dwelling</u> • 1-Detached, new construction ADU may be combined with 1-JADU. • Maximum 800 square foot ADU. • Minimum 4-foot side and rear yard setbacks. • Maximum 16 feet in height, unless lot within ½ miles walking distance of major transit stop or high-quality transit corridor maximum 18 feet in height in addition up to 2 feet for roof pitch. • JADU complies with city standards. <u>Existing Multifamily Dwelling</u> • Minimum 1-ADU up to 25% of existing units.	

Eligibility Checklist

<i>Does the ADU meet the following development standards pursuant to PVEMC Chapter 18.45 Accessory Dwelling Units?</i>	<i>Compliance (YES or NO) N/A, if applicable.</i>
- Highest point does not exceed the underlying zoning code height requirements. <u>Existing or Proposed Multifamily Dwelling</u> - Maximum 2-detached ADU's maximum 800 square feet. - Minimum 4-foot side and rear yard setbacks. - Highest point does not exceed the underlying zoning code height requirements.	
PARKING <u>JADU</u> - Minimum 2-covered parking spaces is required when garage, carport, or parking structure is demolished in conjunction with a JADU. <u>ADU</u> - Minimum 1-parking space is required. <u>Exceptions</u> - Located within ½ mile walking distance of public transit. - Located within an architecturally and historically significant historic district. - Part of the proposed or primary residential dwelling or an accessory structure. - Parking permits are required but not offered to the occupant of the ADU. - Established car share stop located within one block. - Concurrent application submittal with new single-family or new multifamily dwelling on same lot.	
RENTAL TERM Minimum 30-days.	
SEPRATE SALE ADU shall not be sold or conveyed separate from the primary residential dwelling.	
OWNER OCCUPANCY On or after January 1, 2025 property owner must reside on the property and be its permanent address.	
INCOME REPORT Provide estimated monthly rent.	

PALOS VERDES ESTATES PLAN CHECK CONTROL SHEET

TO THE APPLICANT PLEASE FILL OUT THE AREAS WITH THE *

Date Received _____ Misc. Receipt # _____ Plan Check # _____

*Address of Proposed Project _____

*Applicant: _____

*Owner: _____

☐ Architect ☐ Designer ☐ Contractor

*Address: _____

*Address: _____

*Phone# _____

*Phone# _____

*Fax# _____

*Fax# _____

*Email: _____

*Email: _____

Square Footage	Description of Project Be Specific about the proposed project	Valuation
* _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Valuation \$		_____

Plan Check Fees Building Grading/Drainage

Planning Review - Major - Minor

Geology/Soils Fees _____ **Total Fees** _____

of Items Submitted - CALCS _____ TITLE 24 _____ GEO. _____ SOILS _____ PLANS _____

Remarks _____

Permits shall be issued within a year of the original plan check received date above or it will expire & additional fees may be paid to extend.

* _____
Signed _____ Date _____

**CITY OF PALOS VERDES ESTATES
REQUIRED PLAN CHECK INFORMATION**

THE FOLLOWING IS MANDATORY AND MUST BE SUBMITTED WITH THE APPLICATION

OWNER/APPLICANT:		
PROJECT ADDRESS:		
LEGAL DESCRIPTION:	LOT	BLOCK TRACT
APPLICANT'S AGENT:		PHONE:
EMAIL:		DATE:

LOT SIZE:

_____ sq. ft.

ALLOWABLE FLOOR AREA:

_____ sq. ft. Equals the lesser of 30% (lot size) + 1,750 or 50% (lot size)

EXISTING LOT COVERAGE:

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

PROPOSED LOT COVERAGE: (Include only added lot coverage)

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

TOTAL LOT COVERAGE: (Sum of existing and proposed)

_____ sq. ft.	_____ %	BUILDING (Not to exceed 30%)
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL (Not to exceed 65%)

EXISTING FLOOR AREA:

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

PROPOSED FLOOR AREA: (Include only added floor area)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

TOTAL FLOOR AREA: (Sum of existing and proposed)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

(Cannot exceed Allowable Floor Area)

GRADING INFORMATION*

PREVIOUS GRADING: (Any movement of earth on this site prior to this application)

CUT	_____	cubic yards
FILL	_____	cubic yards
TOTAL	_____	cubic yards

PROPOSED GRADING: (Movement of earth required for this project)

CUT	_____	cubic yards
FILL	_____	cubic yards
OVEREXCAVATION	_____	cubic yards
RECOMPACTION**	_____	cubic yards
TOTAL	_____	cubic yards

*** GRADING APPLICATION AND PLANNING COMMISSION REVIEW IS REQUIRED IF:**

1. The building official has required an engineering geology report or soils engineering report.
2. Any project resulting in a cut or fill in excess of 10 feet in depth or height.
3. Any project where the quantity of cut and fill exceeds 250 cubic yards.
4. Any lot where the quantity of cut and fill exceeds 100 cubic yards of grading exterior to the dwelling unit foundation, garage, and driveway.
5. There has been grading or a grading application on the property within twenty-four months preceding the date of the current application which would, when combined with the current application, require grading permit approval.

****THE CITY OF PALOS VERDES ESTATES DOES NOT ACCEPT SHRINKAGE FACTORS OR OTHER METHODS OF GRADING DATA CALCULATION.**

**RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:**

City of Palos Verdes Estates
Community Development Department
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
Attn: Permit Technician

DEED RESTRICTION AND COVENANT

NO FEE REQUIRED

Pursuant to Government Code Sections 6103 & 27383
Recorded for the Benefit of the City of Palos Verdes Estates

State of California
County of Los Angeles

This Covenant and Deed Restriction is made and executed on this ____ day of _____, 202__ by [insert property owner(s)] _____. The undersigned hereby certify that [I/we are] the owner(s) of the hereinafter legally described property located in the City of Palos Verdes Estates (the "City"), State of California. Said property is located at [insert street address], known as Los Angeles County Assessor's Parcel No. _____-_____-_____ and by the legal description as defined in the recorded grant deed (attached as an exhibit herein).

In consideration of the City approving the legal establishment of an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) on this lot, the undersigned hereby covenants, acknowledges and agrees, that:

1. Except as otherwise provided in Government Code Section 65852.26, the ADU or JADU may not be sold separately or otherwise conveyed separately from the primary residence;
2. The ADU or JADU may not be rented for a term shorter than 30 days; and
3. The ADU or JADU is restricted to the approved size and to other attributes allowed by Title 18, Chapter 18.45, (Accessory Dwelling Units) of the Palos Verdes Estates Municipal Code.

The purpose of this Deed Restriction is to provide notice and disclosure to the current owner and to any subsequent purchaser or transferee of these limitations associated with the legal establishment of an ADU or JADU on the Property.

This deed restriction and covenant will run with the land and will be binding upon all owners, all future owners, their successors, heirs or assigns, and shall continue in effect unless otherwise released by the authority of the City in writing. Any lease of said specified parcels shall be subject to this restriction which is made for the general benefit of the entire community and which shall run with the land. The covenant will be enforceable by remedy of injunctive relief in addition to any other remedy in law or equity.

If the owners, their heirs, assigns, or successors in interest fail to abide by the deed restriction and covenants hereunder, all owners are bound to pay all costs and expenses incurred by the City in securing performance of such obligation, including reasonable attorney's fees and costs.

Property Owner

Property Owner

Date

Date

Covenants and Deed Restrictions must have all signature(s) notarized by a Commissioned Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)
County of _____)

On _____ before me, _____
(Insert name and title of the officer)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

City of Palos Verdes Estates