



ACCESSORY DWELLING UNIT PERMIT

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.

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

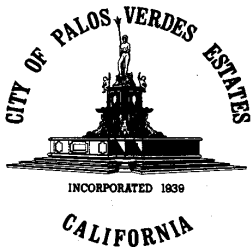
Eligibility Checklist – Below are development standards for ADU’s. Please indicate whether the proposed project meets these standards by filling in the blanks and answering “YES” or “NO” or “N/A” for each section. Your project may be feasible if your answer is yes to all the questions below. Approval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

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

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

<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.	
MAXIMUM SIZE <u>Attached ADU</u> • Minimum 850 square feet for a studio or 1-bedroom. • Minimum 1,000 square feet with 2-bedrooms or more. • Limited to not more than 50% of the floor area of the existing primary residential dwelling. • Based on FAR or lot coverage not less than 800 square feet. <u>Detached ADU</u> • Minimum 850 square feet for a studio or 1-bedroom. • Minimum 1,000 square feet with 2-bedrooms or more. • Based on FAR, or lot coverage not less than 800 square feet.	
SETBACKS • Minimum 4-foot side and rear yard setbacks. • No closer to the front property line than the front plane of the primary residential dwelling or 20 feet, whichever is less. • If the front yard setback is the only location on the lot, the ADU may encroach into the required front yard setback to enable the construction of an 800 square foot ADU.	
FLOOR AREA RATIO (FAR) • Maximum 40%	
BUILDING LOT COVERGAE • Maximum 65%	
OPEN SPACE • Minimum 35%	
PARKING • Minimum 1-parking space. The space may be provided in setback areas or as tandem parking unless specific findings cannot be made. • Minimum 8½ foot wide and 18-feet long unclosed parking space size dimensions. • Minimum 10-foot wide and 20-foot long and 7½ foot vertical clearance enclosed garage parking space dimensions. <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.	

<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>
- Established car share stop located within one block. - Concurrent application submittal with new single-family or new multifamily dwelling on same lot. <u>Replacement</u> - Not required when garage, carport, or parking structure is demolished in conjunction with an ADU.	
ARCHITECTURAL - Materials and colors of the exterior walls, roof, windows, and doors match the appearance and architectural design of the primary residential dwelling. - Roof slope match dominant roof slope of the primary residential dwelling. - Exterior lighting limited to downlights. - Independent exterior entrance on the side or rear building apart from the primary residential dwelling. - Minimum 10-foot horizontal dimension width. - Minimum 7-foot interior wall height. - No direct line of sight for windows and doors to adjoining residential property. - Utilize same driveway as primary residential dwelling unless fire authority required for fire-apparatus access.	
GRADING - Maximum 100 cubic yards of fill plus cut in volume. - Maximum 5-feet fill or cut in height.	
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.	



PLANNING APPLICATION COVER SHEET

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

Project Address: _____ Date: _____

Legal Description: Zone: _____ Lot: _____ Block: _____ Tract: _____

Applicant: _____

Applicant Address: _____

Telephone # _____ Email: _____

Owner: _____

Owner Address: _____

Owner Telephone # _____ Owner Email: _____

Project Description: _____

Please indicate with a check mark which applications are being requested:

- | | |
|--|--|
| ☐ Accessory Dwelling Unit Permit – (\$1,148) | ☐ Miscellaneous Administrative – (\$746) |
| ☐ Appeal of Decision Administrative – (\$1,677) | ☐ Miscellaneous Mechanical Equipment within setback – (\$574) |
| ☐ Appeal of Decision Planning Commission – (\$2,795) | ☐ Miscellaneous Non-Standard Encroachment within ROW – (\$2,734) * |
| ☐ Coastal Development Permit – (\$3,664) * | ☐ Miscellaneous Planning Commission – (\$2,521) * |
| ☐ Coastal Waiver – (\$1,028) | ☐ Neighborhood Compatibility Review – (\$6,760) |
| ☐ Conditional Use Permit – (\$3,205) | ☐ Neighborhood Compatibility Revision – (\$4,818) |
| ☐ Environmental Initial Study – (Cost + 20% per /app) | ☐ Neighborhood Compatibility exemption – (\$689) |
| ☐ Grading Application – (\$4,232) * | ☐ Newspaper Publication – (\$574) |
| ☐ General Plan/Zoning Text Amendment – (T&M /app) | ☐ Sports Court – (\$2,291) |
| ☐ General Plan/Zoning Map Amendment – (T&M /app) | ☐ Variance – (\$3,199) |
| ☐ Landscape Plan Review – (\$1,673) | ☐ Wireless Telecommunications Administrative – (\$1,649) |
| ☐ Mailing Matrix/Radius Map – (\$574) | ☐ Wireless Telecommunications Planning Commission – (\$6,618) |
| ☐ Minor Modification – (\$743) | ☐ Wireless Telecommunications Eligible Facilities Request – (\$1,430) |
| | ☐ Wireless Telecommunications Consult – (T&M w/ \$5,000 deposit/app) |

* If concurrent with a discretionary permit, fee = 75 % of shown fee

To be completed by Staff

Receipt # _____ Date Received _____

Fees Paid _____ Application # (s) _____

TO THE APPLICANT PLEASE FILL OUT THE AREAS WITH THE ✱

*Address of Proposed Project_____

*Owner: _____

*Address: _____

* Phone# _____

*Fax# _____

*Email: _____

Planning Review	– Major	- Minor
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# of Items Submitted - CALCS	TITLE 24	GEO.	SOILS	PLANS
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
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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.

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

Date _____

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.

(Seal)

City of Palos Verdes Estates