

## APPLICATION PROCESS GUIDE

This guide summarizes the items that the applicant/property owner is required to provide as part of the Pre-Approved ADU plan submittal process.

1. Confirm that the property is zoned for residential use.
2. Review the pre-approved ADU plan options located on the County's website and download the plan that best fits your property and needs.
3. Prepare a complete set of plans.
  - Complete the title sheet (T1.1) of the pre-approved ADU plans with the required site-specific information.
  - Prepare a scaled site plan that includes the location and dimensions of your home and all structures on site (e.g., detached garage, storage, pool) and the location of the proposed pre-approved ADU footprint.
  - Pre-approved ADU plans will have to demonstrate compliance with the development standards and requirements of the Orange County Codified Ordinance section 7-9-90 and Government Code sections 66314, et. seq., relating to Accessory Dwelling Units.
  - Complete the attached Plan Preparation Checklist and submit with your application.
4. Download and complete the Hold Harmless Statement and the Water Quality Plan/ Non-Priority Project (WQP/NPP) Exemption Checklist found on the County's Website.
5. Obtain solar panel plans for the pre-approved ADU from a third-party solar installation company.
6. Submit the complete application at <https://myoceservices.ocgov.com/>. Select the option to **Apply for Permit Applications** and choose the option to **Submit Multiple Permits** to group the appropriate permits (e.g., building, mechanical, electrical, plumbing, solar) into one package for ease of reference.

## Pre-Approved Accessory Dwelling Plan Preparation Checklist

Items To Be Identified on Plans	Response	Notes
Pre-Approved ADU Type	<input type="checkbox"/> Studio 1 Bath (393 Sq. Ft.) <input type="checkbox"/> 1 Bedroom 1 Bath (558 Sq. Ft.) <input type="checkbox"/> 2 Bedroom 1 Bath (748 Sq. Ft.) <input type="checkbox"/> 2 Bedroom 2 Bath (800 Sq. Ft.) <input type="checkbox"/> 3 Bedroom A 2 Bath (972 Sq. Ft.) <input type="checkbox"/> 3 Bedroom B 2 Bath (1,200 Sq. Ft.)	Architectural Styles – select one: <input type="checkbox"/> Craftsman <input type="checkbox"/> Ranch <input type="checkbox"/> Spanish
Vicinity Map	<input type="checkbox"/> Provided	Insert into space provided on Title Sheet of plan set or attach separately.
Site Plan	<input type="checkbox"/> Provided	Insert into space provided in Pre-Approved ADU plan set, sheet AS.2, or attach separately.
<b>Planning Requirements</b>		
North Arrow	<input type="checkbox"/> Provided	
Scale, Legend	<input type="checkbox"/> Provided	
Site Address	<input type="checkbox"/> Provided	
Assessor Parcel Number (APN)	<input type="checkbox"/> Provided	
Lot Size	<input type="checkbox"/> Provided	Please provide the gross and net lot area in square feet and acres. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet.
Zoning	<input type="checkbox"/> Provided	
Zoning Overlays	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	
Property Lines	<input type="checkbox"/> Provided	Labeled and dimensioned.
Setbacks	<input type="checkbox"/> Provided	Labeled, dimensioned, and measured from ultimate right-of way or access easement.

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Items To Be Identified on Plans	Response	Notes
<b>Planning Requirements (continued)</b>		
Street and Alley Centerline(s)	<input type="checkbox"/> Provided	
Easements	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Right-of-way, private access road, utility, etc.
Existing and Proposed Topography	<input type="checkbox"/> Provided	Existing and proposed site elevation contour lines (intervals not exceeding two feet), with labeled elevation intervals.
Average Lot Slope (%)	<input type="checkbox"/> Provided	Provide a separate exhibit/calculation of the average lot slope depicted and calculated for the property.
Footprint of Primary Residence	<input type="checkbox"/> Provided	
Onsite Parking Required	<input type="radio"/> Yes <input type="radio"/> No	Please provide a breakdown of the required parking for the project. Identify at least one surface parking location for ADU, such as an existing driveway. Or indicate with a note on title sheet if the property is within ½ mile of transit and is exempt from providing parking for the ADU. Show walking path on vicinity map.
Location and Sizes of All Accessory Structures (Garage, Barn, Shed, Workshop, Etc.) Other Than the ADU	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	

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Lot Coverage	<input type="checkbox"/> Provided	Calculated by dividing the ground floor area of building(s) by the net lot area, (which is the gross lot area exclusive of the ultimate street ROW).
Height of Structures, Fences, and Retaining Walls	<input type="checkbox"/> Provided	Provide elevation of walls and fences. Show existing and proposed heights.
Confirmation of new address for ADU	<input type="radio"/> Yes <input type="radio"/> No	<p>Apply for a new address after submittal of an ADU building permit.</p> <p>To apply for a new address:</p> <ol style="list-style-type: none"> <li>1. Login to <a href="http://myoceservices.ocgov.com">myoceservices.ocgov.com</a></li> <li>2. Select "Apply For"</li> <li>3. Select "Survey Applications"</li> <li>4. For Step 2, under "Map Category", select "Survey Service Request"</li> <li>5. For Step 3, under "Map Types", select "Addressing"</li> <li>6. Continue following the application steps, to submit your new address request</li> <li>7. Upload copy of new address confirmation to the portal</li> </ol>
Does the main house have fire sprinklers or will the ADU be within 5' of a property line? If yes, ADU requires fire sprinklers.	<input type="radio"/> Yes <input type="radio"/> No	Deferred submittal permitted.
Very High Fire Hazard Severity Zone	<input type="radio"/> Yes <input type="radio"/> No	If yes, contact OCFA for review.

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<b>Building &amp; Safety Requirements</b>		
Grading (if applicable)	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Include earthwork quantities on Site Plan and indicate maximum depth of cut and maximum height of fill.
Area of New Impervious Surfaces	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Include square feet of Site Plan/Grading Plan.
Area of Replaced Impervious Surfaces	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	Include square feet of Site Plan/Grading Plan.
Solar	<input type="checkbox"/> Provided	As per approved T-24 energy calculations, solar permit is required.
Water Connection	_____ feet	Indicate distance from connection to ADU in lineal feet.
Gas Connection (gas isometric drawing)	_____ feet	
Electric	_____ feet	
New Meters Proposed (Electric, Water, or Gas)	<input type="radio"/> Yes <input type="radio"/> No	If installing any new meters, contact the utility provider as soon as possible. All new electric service line shall be underground.
Wastewater	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic	If septic, contact the Regional Water Board for review and approval.