



ACCESSORY DWELLING UNIT PERMIT

City of Claremont, Community Development Department
207 Harvard Avenue
Claremont, CA 91711

The State legislature has determined that the issue of affordable housing is of statewide concern and notes that Accessory Dwelling Units (ADUs) contribute needed housing for persons from a range of socioeconomic backgrounds. State legislation passed in 2019, which became effective in 2020 amended Government Code Section 65852.2, where ADU's are regulated. The intent of the law is to increase production of ADUs to help respond to the statewide housing crisis.

Section 16.333 of the Claremont Municipal Code sets forth local provisions for review of ADU applications in conformance with State law. These local review requirements and development standards are summarized on page 3 and the entire code section can be provided upon request. A completed application form and along with all required information, plans and applicable fees must be submitted to the Planning Division prior to City review of any request for an ADU.

ADUP Submittal Requirements - PLEASE PROVIDE ALL OF THE FOLLOWING:

- Completed application (including notarized signature of the property owner).
- Site Plan (Show all existing and proposed structures, parking (if required), and existing mature trees)
- Floor Plan of proposed ADU (and existing structure, if project is an ADU conversion)
- Elevation Plans
- Specifications/cut sheets for all roof materials, windows, exterior doors, and exterior fixtures.
- Photos of primary residence
- Preliminary Title Report
- Statement describing intended occupant (i.e., renter, family member) & estimated monthly rent
- Landscape Plan for the area adjacent to Second Unit (if applicable)

If you have questions regarding any of the requirements, the Planning Division can be contacted at (909) 399-5470.

Important Notes:

- All applicable fees must be paid before building permits are issued for an approved Accessory Dwelling Unit; including, but not limited to, building permit fees and Engineering Division plan check and permit fees. Typical grading fees range from \$277 to \$8,000, depending on the scope of the project. The recent average engineering permit cost is \$3,500.
- Prior to issuance of a building permit for the construction of an ADU/JADU, a deed restriction consistent with the requirements of CMC Section 16.333.070 shall be recorded against the title of the property. The deed restriction prohibits use of the property for rentals with terms less than 30 days (No short-term (e.g. "Airbnb") rentals).



A C C E S S O R Y D W E L L I N G U N I T P E R M I T

Application

**City of Claremont, Community Development Department
207 Harvard Avenue
Claremont, CA 91711**

APPLICANT INFORMATION

Name of Applicant(s):	
Address:	
Phone Number(s):	
Email Address:	
Owner(s) of Record: <i>(If different from Applicant)</i>	
Address of Owner: <i>(If different from Applicant)</i>	
Phone Number(s): <i>(If different from Applicant)</i>	
Email Address: <i>(If different from Applicant)</i>	

PROPERTY INFORMATION

Location of Property:	
Assessor Parcel #(s):	
Existing Land Use (Zoning) Designation for the Parcel:	

CERTIFICATION STATEMENT

I/we certify that I/we are presently the legal owner(s) of the above-described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont code. **(Note: a person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature:	Date:
Signature:	Date:
Subscribe and sworn to me this ____ day of _____, 20____	
Signature of City Clerk or Notary Public (seal)	

COPYRIGHT MATERIAL RELEASE

To the extent that your application submittals include plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws and/or California Government Code Section 65103.5. The City of Claremont hereby requests permission to reproduce, publish, and otherwise make publicly available plans and drawings submitted with your submittal for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing paper and/or electronic reproductions to the City's Commissioners and Councilmembers, City staff and consultants, and members of the public. If you grant such permission, please provide below the signatures of all of those who have prepared plans and drawings submitted with this application.

Copyright Holder's Name:	Signor's Name:
Phone:	Email Address:
Signature:	

FOR CITY USE ONLY

File Number:	Subdivision (e) compliant? <i>Circle yes or no:</i> Yes / No	Date:
Received By:		Application fee: (Circle one)

Summary of Development Standards and Review Requirements for ADU's and JADU's

(Applicable to accessory dwelling units in the City of Claremont)

PERMITTED SITES

One ADU and/or JADU that meets the requirements of Chapter 16.333 on a lot zoned to allow residential uses with an existing or proposed primary dwelling unit.

BUILDING AND CONSTRUCTION

ADUs must include permanent provisions for living, sleeping, eating, cooking, and sanitation, shall be constructed on permanent foundation, shall require fire sprinklers if the primary dwelling requires fire sprinklers, and shall be connected to the public sewer.

JADUs shall be constructed within the existing walls of the residential structure, shall include a separate entrance from the primary dwelling with an interior entry to the main living area, must include an efficiency kitchen, and may include separate sanitation facilities or may share sanitation facilities with the primary dwelling. A limit of one JADU is allowed per lot within a single family dwelling in a single family zoning district.

ADU SIZE, SETBACKS & LOT COVERAGE

SIZE REQUIREMENTS:

- Minimum floor area for an ADU is 150 square feet.
- Maximum floor area for an attached ADU shall not exceed more than 50% of the floor area of the primary dwelling, and no more than 500 square feet for a JADU.
- Maximum floor area for a detached ADU shall not exceed
 - a) 850 square feet for an ADU having one bedroom or less, or
 - b) 1,000 square feet for an ADU having two bedrooms.
- An ADU shall not contain more than two bedrooms.

SETBACKS:

ADUs shall be setback at least four (4) feet from rear and side lot lines. The front yard setback of the applicable zoning district shall apply.

No setback is required for an ADU/JADU in an existing structure or a structure that is rebuilt in the same location and to the same dimensions as an existing structure.

LOT COVERAGE:

The ADU shall meet the lot coverage requirements of the applicable zoning district, provided those standards allow for an ADU of at least 800 square feet, that is at least 16 feet in height, with four (4) foot rear and side setbacks.

ADU HEIGHT

The plate height of an ADU and JADU shall not exceed the plate height of the primary dwelling and the total height shall not exceed 16 feet and shall not be constructed over a garage space.

PARKING

At least one parking space required, in addition to parking required for primary dwelling.

No parking is required when an ADU is:

- a) located within one half mile of public transit
- b) located within an architecturally/historically significant historic district
- c) is part of an existing or proposed primary dwelling or accessory structure
- d) located within one block of a car share vehicle area,
- e) when on-street parking permits are required but not offered to occupant of the ADU
- f) a Junior ADU
- g) converted from a carport or garage

ARCHITECTURAL DESIGN STANDARDS FOR ADUs

Refer to CMC Section 16.333.060.E.8 for architectural design standards, and Section 16.333.060.E.9 for required interior amenities applicable to ADUs. Refer to Section 16.333.060.F for JADU development standards.