



ZONING CLEARANCE FOR ACCESSORY DWELLING UNITS (ADUs) (APPLICATION CHECKLIST)

Reference [Buellton Municipal Code](#) Section 19.06.180 and our ADU Brochure

- All applicable items listed on this Checklist must be submitted to the Planning Department for a complete application. Please allow up to 30 days from project submittal for a determination of application completeness.
- **Submittal Format** - You may choose to submit only a digital copy of the plans, without providing physical copies.
 - **Electronic Plans:** Please submit all plans and documents as PDF. Fully dimensioned plans are required for electronic submittals. They may be emailed to planning@cityofbuellton.com
 - **Physical Plans:** If physical copies are submitted, please submit two copies. Physical plans must be to scale. They may be dropped off at the Planning Department office at 331 Park Street or mailed to P.O. Box 1819, Buellton, CA 93427. The following sizes will be accepted, and depend on the complexity of the project:
 - 8 1/2" x 11"
 - 11" x 17"
 - Or 24" x 36"
 - **Reports/Studies:** Submit a digital copy only. They may be emailed to planning@cityofbuellton.com
- If you have any questions, please contact us at (805) 688-7474 or at planning@cityofbuellton.com. You may also arrange to meet with us in person Monday thru Friday, 8 am to 12 pm and 1 pm to 5 pm.

CHECKLIST

1. **Application Form** – Completed and signed by the property owner and applicant
2. **Application Fee** - Zoning Clearance (**\$45.00**). Please make your check payable to the City of Buellton, PO Box 1819, Buellton, CA 93427.
3. **Traffic Impact Fee** – For ADUs over 750 square feet, a traffic impact fee of \$105 is required
4. **Water & Sewer Connection** – For ADUs over 750 square feet, new water and sewer connections *may* be required and new connection fees may apply.
5. **Site Plan** – Include the following (where applicable):
 - a) North arrow and scale
 - b) Dimensioned property lines
 - c) Adjacent streets
 - d) Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained
 - e) Indicate any structures proposed for demolition and their square footage



- f) Total square footage of existing or proposed primary home
 - g) Total square footage of proposed ADU and/or JADU
 - h) Dimensioned setbacks to all proposed and retained buildings and structures
 - i) Proposed utility connections
 - j) Dimensioned parking spaces
 - k) Access and circulation for pedestrians and vehicles
 - l) Location, dimensions and specifications of walls, fences, gates and exterior lighting structures
 - m) Location of all existing trees with trunk diameters over 3” with type, trunk and canopy diameter, and status indicated (e.g. to be removed, saved, relocated)
 - n) Existing and proposed private and public easements
 - o) The name, location and width of watercourses and line of top of bank of creeks and rivers (if any)
 - p) Location of existing above-ground power lines (if any)
6. **Elevations** – Include the following (where applicable):
- a) All sides of proposed buildings and existing buildings to remain
 - b) Dimensioned maximum height of buildings(s) from average finish grade
 - c) Types of materials and colors of structures
 - d) Location and design of proposed new lighting
7. **Schematic Floor Plans** – Include the following (where applicable):
- a) Interior building layouts, existing and proposed rooms or use areas
 - b) Square footage of all inhabitable rooms
 - c) Entrances and windows
 - d) Relationship of interior spaces to exterior use areas
8. **Can and Will Serve Letter**
9. **Address Application** – Letters should be used, i.e. “B” for detached and attached ADUs and “C” for junior ADUs
10. **Materials Management Plan** (Construction Recycling/Reuse Application) – If project valuation will be greater than \$10,000) pages 2 & 3 completed and a refundable security deposit of 3% of the total project valuation (check made payable to The City of Buellton, PO Box 1819).
11. **Soils Report** – Required if any new square footage is proposed.
12. **Deed Restriction** – Required to be recorded prior to Building Permit issuance. The Planning Department has a template to use for this purpose.