

Planning Application #: 22-028  
MUNIS# \_\_\_\_\_

Date Received: April 13, 2022  
Fee Paid: \$1,123



Urban Village by the Bay

# ALBANY CALIFORNIA

## ACCESSORY DWELLING UNIT APPLICATION FORM

Please complete the following application to initiate City review of your application. Please be aware that staff may have additional application requirements. Pursuant to Government Code Section 65852.2 and 65852.22 an approval or denial for an ADU/JADU request must be processed within 60 days. Please see aforementioned code sections for more details.

<b>Primary Dwelling Unit Address or APN:</b> 739 Spokane Ave. Albany, CA 94706 APN: 67283522	<b>Proposed ADU/JADU Address:</b> "A" or "B"
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What type of ADU are you proposing?	ADU Permit Fees: <u>\$1,123</u> (FY 2020-2021)
<input type="checkbox"/> New Detached ADU (New Structure)	<input checked="" type="checkbox"/> Conversion of Garage to ADU
<input type="checkbox"/> New Attached ADU (New Addition to Primary Dwelling)	<input type="checkbox"/> Conversion of Accessory Structure to ADU
<input type="checkbox"/> New JADU	<input type="checkbox"/> Conversion of Existing Space within Primary Dwelling to ADU
<b>Proposed ADU Size:</b> 477 SF	

<b>Project Scope:</b> (Please provide a detailed scope of work. Attach additional sheets if necessary)
RENOVATION AND ADDITION FOR EXISTING DETACH GARAGE TO CREATE ONE STUDIO ADU WITH TOTAL 477 SF

Contact Information:		
<b>Property Owner(s) Name:</b> AARON PARSONS	<b>Phone:</b>	
<b>Mailing Address:</b> 739 SPOKANE AVE.	<b>City:</b> ALBANY	<b>State/Zip:</b> CA 94706
<b>Email Address:</b> APARSONS@BERKELEY.EDU		
<b>Applicant(s) Name (contact person):</b>	<b>Phone:</b>	
<b>Mailing Address:</b>	<b>City:</b>	<b>Mailing Address:</b>
<b>Email Address:</b>		

Project Address or APN: 67283522

**SUBMITTAL REQUIREMENTS FOR PLANNING AND ZONING APPLICATIONS  
REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS**

**SELF-CERTIFICATION CHECKLIST**

As part of the application, the following requirements must be included, and each box checked by the applicant certifying that requirements have been satisfied.

**\*\*A typical submittal includes at least nine (9) sheets in the plan set.\*\***

Project plans include the following for a complete submittal:


- Site Survey for All Projects**-prepared and stamped by a licensed surveyor
- Copy of Grant Deed to Subject Property** (with Legal Property Description)
- Cover sheet** including:
  - Proposed ADU/JADU Address** (Primary Address followed by "A" or "B")
  - Proposed ADU/JADU size**
  - Detailed project description**
  - FAR and lot coverage information
  - Drawing index
  - Photos of the existing home and proposed location of new development
- Site Plan Sheet:**
  - Dimensioned existing & proposed site plan including proposed parking layout, curb cuts
  - Indicate proposed driveway materials on the site plan
- Existing Elevations Sheet** with building heights
- Proposed Elevations Sheet** with building heights
- Existing Floor Plan Sheet**
- Proposed Floor Plan Sheet**
- Roof Plan /Building Sections Sheet**
- Window Schedule/details Sheet**

For the complete application submittal, the following contents must be submitted with the application:

- One (1) complete pdf version of plans (**one** document containing all pages)

Please check each box indicating you have included all of the above information and understand that your applicant will not be processed until all of the information is included.

**I have included the above information and understand that if there is any incomplete information, my application will not be processed.**

Signature: 

Date: 3/23/2022

Print Name: Aaron Parsons

**Eligibility Worksheet** – Projects that meet the development standards for ADUs qualify for ministerial review by planning staff. Please indicate whether the proposed project meets these standards by answering the questions below.

Does the ADU/JADU meet the following development standards?	Compliance (Circle One)	Review (City Use)
1. <u>Zoning</u> . <b>Is the project site located within a residential or mixed-use zoning district and contains an existing single-family residence on the property?</b>	Yes No	
2. <u>Quantity</u> . Properties with existing or proposed single-family residences are limited to one (1) ADU and one (1) JADU. <b>Will the project not exceed the allowed quantity?</b>	Yes No NA	
3. <u>Setbacks</u> . Newly constructed ADUs shall be required to maintain the following setbacks listed below: a) Interior Side Yard: 3-Feet b) Exterior Side Yard (Corner Lots): 7.5-Feet c) Rear Yard: 3-Feet d) Front Yard: Conform to Underlying Zoning District e) Setback from Other Structures: 6-Feet  <b>Will the ADU/JADU conform to all minimum required setbacks?</b> *Note: No setbacks are required for ADU /JADU conversions of existing, permitted structures.	Yes No	
4. <u>Maximum Unit Sizes and Floor Area</u> . <b>ADUs - Is the proposed ADU equal or less than the following?</b> <ul style="list-style-type: none"> <li>• 800 sq. ft. for 1 bedrooms &amp; studios (site regulations not imposed)</li> <li>• 850 sq. ft. for 1 bedroom &amp; studios <u>AND</u> complies with site regulations</li> <li>• 1,000 sq. ft. for 2 bedrooms <u>AND</u> complies with site regulations</li> </ul> <b>JADUs - Is the proposed JADU equal or less than 500 square-feet?</b> JADUs are internal conversions of existing space and are allowed up to 150 sq. ft. of additional floor area limited to accommodating ingress and egress but shall not exceed the maximum above.	Yes No	
5. <u>Building Height</u> . Detached ADUs shall be limited to 16-feet in height. ADUs attached to primary structures shall not exceed the height allowed by the underlying zoning district.  <b>Will the proposed ADU be less than the maximum height permitted?</b>	Yes No N/A	
6. <u>Cooking Facilities</u> . For JADUs only – JADUs are required to include an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter (wet bar) with suitable storage cabinets. Permanent stovetops/ovens are not permitted.  <b>Will the proposed JADU have the required elements of an efficiency kitchen?</b>	Yes No N/A	
7. <u>Unit Connection and Entrances</u> . ADUs – Shall be required to have a separate, independent exterior entrance separate than the primary residence. May have an internal connection to primary residence.  JADUs – Shall be required to have a separate, independent exterior entrance separate than the primary residence <b>and</b> an internal connection to the primary residence.	Yes No	

<p><b>Does the ADU/JADU meet the egress, access, and internal connection requirements?</b></p>		
<p>8. <u>Separate Sale</u>. ADUs and JADUs shall not be sold or otherwise conveyed separate from the primary residence.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p><input checked="" type="radio"/> Yes      No</p>	
<p>9. <u>Owner Occupancy</u>. For JADUs only – the property owner shall always reside in the either the primary residence or new JADU. A deed restriction shall be recorded with the County of Alameda Clerk-Recorder's Office prior to building permit issuance for JADUs.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p><input checked="" type="radio"/> Yes      No</p>	
<p>10. <u>Short Term Rental Prohibition</u>. ADUs and JADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 consecutive days). A deed restriction shall be recorded with the County of Alameda Clerk-Recorder's Office prior to building permit issuance for ADUs and JADUs.</p> <p><b>Does the applicant and property owner acknowledge and accept this requirement?</b></p>	<p><input checked="" type="radio"/> Yes      No</p>	
<p>11. <u>Summary</u>. <b>Does this project meet <u>ALL</u> requirements listed above?</b></p>	<p><input checked="" type="radio"/> Yes      No</p>	

## TERMS AND CONDITIONS OF APPLICATION

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made part of this application in accordance with the provisions of the City's ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims, penalties, fines, judgments, or liabilities arising from the approval, including without limitation, any award or attorney's fees that might result from the third party challenge.

For this purposes of this indemnity, the term "City" shall include the City of Albany, its officers, officials, employees, agents and representatives. For purposes of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including any action alleging a failure to comply with the California Environmental Quality Act or other laws.

The signature of the property owner is required for all projects. By executing this form, you are affirming that you are the property owner.

  
\_\_\_\_\_  
Signature of Property Owner

3/23/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if different)

\_\_\_\_\_  
Date