Pre-Approved Accessory Dwelling Unit (ADU) Plans

OC Public Works

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, the Water Quality Plan/ Non-Priority Project (WQP/NPP) Exemption Checklist, and pages 1-2 of the Construction & Demolition Diversion Compliance Work Plan, all of which can be 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.

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Pre-Approved Accessory Dwelling Plan Preparation Checklist

Property Address: _____

Items To Be Identified on Plans	Response	Notes
Pre-Approved ADU Type	☐ Studio 1 Bath (393 Sq. Ft.) ☐ 1 Bedroom 1 Bath (558 Sq. Ft.) ☐ 2 Bedroom 1 Bath (748 Sq. Ft.) ☐ 2 Bedroom 2 Bath (800 Sq. Ft.) ☐ 3 Bedroom A 2 Bath (972 Sq. Ft.) ☐ 3 Bedroom B 2 Bath (1,200 Sq. Ft.)	Architectural Styles – select one: ☐ Craftsman ☐ Ranch ☐ Spanish
Vicinity Map	☐ Provided	Insert into space provided on Title Sheet of plan set or attach separately.
Site Plan	☐ Provided	Insert into space provided in Pre-Approved ADU plan set, sheet AS.2, or attach separately.
Planning Requirements		
North Arrow	☐ Provided	
Scale, Legend	☐ Provided	
Site Address	☐ Provided	
Assessor Parcel Number (APN)	☐ Provided	
Lot Size	☐ 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	☐ Provided	
Zoning Overlays	☐ Provided ☐ N/A	
Property Lines	☐ Provided	Labeled and dimensioned.
Setbacks	☐ Provided	Labeled, dimensioned, and measured from ultimate right-of way or access easement.

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Property Address: _____

Items To Be Identified on Plans	Response	Notes
Planning Requirements (continued)		
Street and Alley Centerline(s)	☐ Provided	
Easements	☐ Provided ☐ N/A	Right-of-way, private access road, utility, etc.
Existing and Proposed Topography	☐ Provided	Existing and proposed site elevation contour lines (intervals not exceeding two feet), with labeled elevation intervals.
Average Lot Slope (%)	☐ Provided	Provide a separate exhibit/calculation of the average lot slope depicted and calculated for the property.
Footprint of Primary Residence	☐ Provided	
Onsite Parking Required	☐ Yes ☐ 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	☐ Provided ☐ N/A	

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Items To Be Identified on Plans	Response	Notes
Planning Requirements (continued)		
Lot Coverage	☐ 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	☐ Provided	Provide elevation of walls and fences. Show existing and proposed heights.
Confirmation of new address for ADU	☐ Yes ☐ No	Apply for a new address after submittal of an ADU building permit. To apply for a new address: 1. Login to myoceservices.ocgov.com 2. Select “Apply For” 3. Select “Survey Applications” 4. For Step 2, under “Map Category”, select “Survey Service Request” 5. For Step 3, under “Map Types”, select “Addressing” 6. Continue following the application steps, to submit your new address request 7. Upload copy of new address confirmation to the portal
Does the main house have fire sprinklers? If yes, ADU requires fire sprinklers.	☐ Yes ☐ No	Deferred submittal permitted.
Very High Fire Hazard Severity Zone	☐ Yes ☐ No	If yes, contact OCFA for review.

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Building & Safety Requirements		
Grading (if applicable)	☐ Provided ☐ N/A	Include earthwork quantities on Site Plan and indicate maximum depth of cut and maximum height of fill.
Area of New Impervious Surfaces	☐ Provided ☐ N/A	Include square feet of Site Plan/Grading Plan.
Area of Replaced Impervious Surfaces	☐ Provided ☐ N/A	Include square feet of Site Plan/Grading Plan.
Solar	☐ 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)	☐ Yes ☐ No	If installing any new meters, contact the utility provider as soon as possible. All new electric service line shall be underground.
Wastewater	☐ Sewer ☐ Septic	If septic, contact the Regional Water Board for review and approval.