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ACCESSORY DWELLING UNIT (ADU) Development Regulations Summary & Application Submittal Requirements

This handout summarizes key requirements pertaining to the development of Accessory Dwelling Units ("ADU") and is not intended to be an exhaustive list. Please review the full Ordinance section 17.104.020 or contact Planning or Building staff if you have questions particular to your project.

ACCESSORY DWELLING UNIT DEFINITION: An accessory dwelling unit (ADU) provides complete living, sleeping, eating, cooking, and sanitation facilities separate and independent of the main dwelling unit. ADUs may be rented; however, leases for durations of less than 30 days are prohibited. Standards for Accessory Dwelling Units may be found in Section 17.104.010. The requirements for other accessory structures found in Section 17.104.020 (Accessory Buildings and Uses do not apply to Accessory Dwelling Units).

PERMITTED LOCATION: Accessory Dwelling Units and Junior Accessory Dwelling Units are permitted in all zoning districts that allow for any single-family dwellings, duplexes and multi-family units, including the corridor mixed use district.

ADU TYPES ALLOWED:

- "Accessory dwelling unit" (ADU) means a residential dwelling unit that is detached from, attached to, or located within the living area of an existing primary dwelling unit, and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes:
 - an efficiency unit, as defined in California Health and Safety Code Section 17958.1, and
 - a manufactured home, as defined in Section 18007.
- "Junior accessory dwelling unit" or "JADU" means a residential unit that is no more than 500 square feet in size, is contained entirely within an existing or proposed single-family structure, includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure, and includes an efficiency kitchen, as defined in subsection (C)(3) of Section 17.104.010.
 - "Efficiency kitchen" means a kitchen that includes each of the following:
 - A cooking facility with appliances.
 - A food preparation counter or counters that total at least 15 square feet in area.
 - Food storage cabinets that total at least 30 square feet of shelf space.

UNIT SIZE: The total floor an ADU depends on the type of ADU proposed.

- Junior ADU – 500 square feet, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress.
- Attached or Detached ADUs:
 - 800 square feet or smaller allowed with a building permit;
 - Between 800 square feet and 1,000 square feet requires a ADU Permit and a building permit; up to a maximum of 850 square feet allowed for a studio or one-bedroom, and up to 1,000 square feet for a two bedroom.

- Over 1,000 square feet up to a maximum of 1,200 square feet, or three bedrooms, requires a zoning administrator permit and building permit. ADUs over 1,200 square feet are not permitted.
- An attached ADU that is created on a lot within an existing primary dwelling shall not exceed 50 percent of the existing floor area of the primary dwelling.
- The accessory dwelling unit shall contain no less than the 150 square feet area minimum required for an efficiency dwelling unit as defined in Section 17958.1 of the Health and Safety Code.
- Application of other development standards in this subsection (G), such as FAR or lot coverage, might further limit the size of the ADU, but no application of FAR, lot coverage, or open-space requirements may require the ADU to be less than 800 square feet.

HEIGHT:

- A detached ADU may not exceed 16-feet as measured to the peak, except in the case where the ADU is adjacent to an alley, in which case the ADU may be up to a maximum of 25-feet from grade to peak.
- An attached ADU may not exceed the height of the primary structure or 30-feet, whichever is greater.

SETBACKS:

- Minimum 4-foot side/rear setbacks.
- Rear setbacks can be zero feet for an ADU contiguous to an alley. Parking provided off the alley shall maintain a 24-foot back out, which includes the alley.
- For a converted space or structure, side and rear setbacks shall be sufficient for fire and safety. Any expansion beyond that required for ingress and egress, as allowed in section 17.104.020 (E)(1), is subject to side and rear setbacks of four feet.

PARKING:

- One off-street parking space is required for an ADU that is over 800 square feet in size, Section 17.104.020(G)(2)
- Exceptions. Parking standards shall not be imposed on an ADU in any of the following circumstances:
 - The accessory dwelling unit is located within one-half mile of public transit, including a public bus stop, bus station or transit station.
 - The accessory dwelling unit is located within a designated historic district.
 - The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.
 - When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
 - When there is an established car share vehicle stop located within one block of the accessory dwelling unit
- No Replacement. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

LOT COVERAGE REQUIREMENTS (See Diagrams Below)

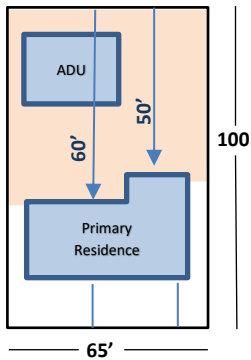
OVERALL LOT COVERAGE:

No ADU subject to the ADU permit process may cause the total lot coverage of the single family lot to exceed 50 percent

REAR YARD COVERAGE:

An accessory dwelling unit shall not result in more than 30% rear yard coverage as measured from the rear wall of the primary residence to the rear property line (or as measured from the average distance of the rear wall from the rear property boundary if the rear wall does not follow a straight line).

Signifies portion of lot under consideration.

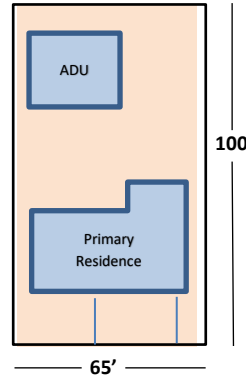


Rear Yard Coverage:

Footprint of ADU shall not exceed 30% of entire "backyard" area.

Example:

$(50' + 60') / 2 = 55'$
 $55' \times 65' = 3,575sf$
 $3,575sf \times .30 = 1,073sf$
Total footprint of ADU shall not exceed 1,073sf.



Overall Lot Coverage: The total footprint of all structures on a parcel shall not exceed 50% of the entire parcel.

Example:

$65' \times 100' = 6,500sf$
 $6,500sf \times .50 = 3,250sf$

Total footprint of all structures shall not exceed 3,250sf. Includes garages, patio covers, other accessory buildings, but not pools. However, in no case may application of lot coverage require the ADU to be less than 800 square feet.

PERMIT PROCEDURES & APPLICATION PROCESSING

BUILDING PERMIT ONLY:

- **Converted Space or Structure on a Single Family lot** – This is an ADU or JADU on a lot with a proposed or existing single family dwelling and is either: within the existing space of a single family dwelling; or within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress. The ADU or JADU shall have exterior access that is independent of that for the single family dwelling and side setbacks sufficient for fire and safety (17.104.020(E)(1)(a))
- **Limited Detached on a Single-Family lot:** This is one detached, new construction ADU on a lot with a proposed or existing single family dwelling (in addition to any JADU that might otherwise be established on the lot), and satisfies the following limitations:
 - Side and rear setbacks are 4 feet; total floor area is 800 square feet or smaller; and the peak height is 16-feet or less above grade.
- **Converted Multi-Family Lot:** Multiple ADUs within portions of existing multi-family dwelling structures that are not currently used as livable space, including but not limited to storage rooms, garages, or basements that satisfies the following:
 - Each converted ADU complies with state building standards; at least one converted ADU is allowed within an existing multi-family structure, but the total number of ADUs created may not exceed 25 percent of the existing multi-family dwelling units.
- **Limited Detached on Multi-Family Lot:**
 - Side and rear setbacks are 4 feet; total floor area is 800 square feet or smaller; and the peak height is 16-feet or less above grade.

ADU PERMIT – PROCESSED THROUGH STAFF DESIGN REVIEW:

- **Detached on a single family or Attached:**
 - ADUs between 801 square feet and 1,000 square feet.
 - Maximum size of a detached or attached ADU is 850 for a studio or one bedroom unit and 1,000 square feet for a unit with two bedrooms. No more than 2 bedrooms.
 - Subject to objective design standards that address architecture and landscaping as provided in 17.104.010 Sections (F) and (G).

ZONING ADMINISTRATOR PERMIT – FOR LARGER UNITS OR WHEN EXCEPTIONS ARE REQUESTED

- Detached on a single family lot or attached:
 - ADUs between 1,001 square feet and 1,200 square feet. (ADUs over 1,200 are not permitted)
 - ADUs over two bedrooms, to a maximum of three bedrooms; and/or
 - ADUs subject to an ADU permit that do not conform to the objective standards

APPLICATION SUBMITTAL REQUIREMENTS:

- ADU Permit- Staff Design Review Application.
 - *Application Fee:* please refer to the City of Woodland fee schedule for *Residential Accessory Building*.
 - *Site Plan:* A to-scale and fully dimensioned site plan showing the proposed accessory dwelling unit and all existing structures on the property including patio covers, other accessory structures, fences and driveways.
 - *Elevations:* Elevations of the proposed accessory dwelling unit including building dimensions, material call outs and a color and materials sample board as requested by the Community Development Director.
 - *Photographs:* Photographs of the exterior of the primary residence as requested by the Community Development Director.
 - *Construction management plan.* Construction hours and staging to minimize impacts on surrounding residential properties.(Section 17.104.020(G)(9))
- Design Standards. Demonstrated consistency with standards in Section 17.104.010 (F) and (G).

BUILDING CODE AND OTHER REGULATIONS

- The construction, remodel or conversion to create an ADU shall comply with the most current edition of the applicable California Building Code.
- An ADU is required to have fire sprinklers, only if the primary residence is also required to have fire sprinklers.
- A separate utility connection directly between the ADU and the utility is not required unless otherwise required by the Fire Department. Utility connection may require review and upgrading of existing utility services.

DEVELOPMENT FEES

- No impact fee is required for an ADU or JADU that is less than 750 square feet in size.
- Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (E.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling.) “Impact fee” here does not include any connection fee or capacity charge for water or sewer service.
- School Fees may apply to ADUs over 750 square feet. Check with the Woodland Joint Unified School District
- County Fees may apply. Check with Yolo County
- Plan Check Fees will be required upon submittal of construction plans.

ONLINE RESOURCE

Zoning Ordinance, Article 17.104.010: http://qcode.us/codes/woodland/view.php?topic=17-17_104-17_104_010&frames=on