

GROWING SANTA CRUZ'S NEIGHBORHOODS FROM THE INSIDE



# ACCESSORY DWELLING UNIT MANUAL

SANTA CRUZ, CALIFORNIA

**GETTING STARTED** Introduction to ADU development and how to start your project

**DESIGNING YOUR ADU** Neighborhood compatibility, planning your ADU and prototypical ADU designs

**BEING A PROJECT MANAGER** Understanding the application process, building your ADU and renting your ADU

**MORE RESOURCES** Glossary of terms, checklist and other useful information

Prepared by the City of Santa Cruz • 2003  
Funded by the California Pollution Control Financing Authority  
Sustainable Communities Grant and Loan Program



# Foreword

Although challenged by growth pressures associated with increasing enrollment at the University of California at Santa Cruz (UCSC) and the attractiveness of Santa Cruz's proximity to Silicon Valley, the City of Santa Cruz endeavors to maintain a small town atmosphere, distinguished by a diverse community and encircled by the natural beauty of a greenbelt. By necessity, infill-housing opportunities are a critical part of the City's approach to providing new affordable housing choices. Accessory Dwelling Units (ADUs) are one way for the City to provide more rental housing as well as making home ownership more affordable. With each new ADU, the overall stock of rental housing increases and with the added rental income, a homeowner might more easily afford their home.

However, the community has expressed concerns about the effects that this form of infill housing might have on the neighborhoods. So, with funding from the California Pollution Control Financing Authority (CPCFA) Sustainable Communities Program, the City of Santa Cruz has implemented a program to help homeowners develop ADUs that are sensitive to the surrounding neighborhood, contributing, rather than detracting, from the Santa Cruz community. This ADU Development Manual is part of that program. Information on other aspects of the program is also included in this Manual.

The purpose of the Manual is to assist homeowners with the process of developing an ADU. The Manual includes relevant zoning, design standards, building codes and showcases ADU Prototype designs. For a more in depth look at the Prototypes, please refer to the Manual's companion volume, the *ADU Development Program Prototype Plan Sets*.



# Accessory Dwelling Unit Manual



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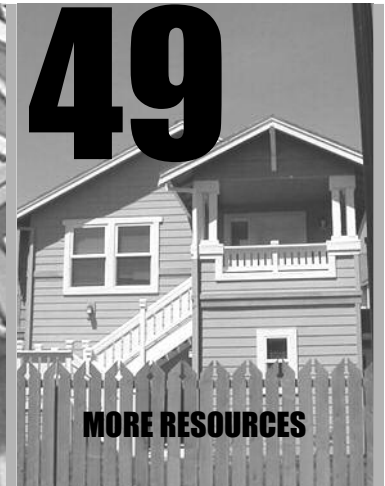
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## Section One: Getting Started

Mapping out your process to design and develop an Accessory Dwelling Unit (ADU) requires you to do your homework. Section One helps you get started. What is an ADU? Who can build them? What governs their development? What technical and financial assistance programs are offered by the City to help you build an ADU on your property?

### Introduction to ADU Development

When you look around your neighborhood, you may see that some of your neighbors have built an ADU on their property. Perhaps to supplement their mortgage payments, provide for elderly parents or allow their children to stay in Santa Cruz. Each had their own reason to build their ADU and each had to navigate the development process. You may be wondering what an ADU is, who can build them, and how to get started. Here we go.

### What is an ADU?

An Accessory Dwelling Unit (ADU) is an additional, self-contained housing unit that is secondary to the main residence. ADUs are sometimes referred to as “Granny units” or “Mother-In-Law units” since many ADUs were initially constructed to provide for family members.

ADUs can take many forms. In some cases, an ADU can be attached as an addition to the house or as a second story over a garage.

The garage itself may be converted to an ADU or the ADU may occupy a basement. An ADU can even be a section of the main house that has been separated from the main living space. And of course, an ADU can be a stand-alone unit like a small house or cottage. The City only requires that an ADU have a kitchen, bathroom, and place to sleep. Alleys provide excellent opportunities for ADU development with an access that is separate from the main house.

*AB 1866 was signed by the Governor in 2003. The new law is intended to promote development of second units in existing and future single family lots. It makes review of Accessory Dwelling Units (ADUs) ministerial. That is, development of an ADU cannot be prohibited if it meets development standards.*



*In communities that are mostly built-out, ADUs provide a way to add needed housing utilizing existing infrastructure.*

*This older ADU over a garage demonstrates how they have provided a source of affordable housing in traditional neighborhoods.*

An ADU is different than a duplex in two ways. (1) Typically the two units that make up a duplex are relatively equal in size and one unit does not usually dominate the other on the lot. The City of Santa Cruz strictly limits the size of ADUs. (2) Both units in a duplex may be rented. For ADUs, the owner must reside either in the ADU or in the main house.

### **Who Can Build an ADU in the City of Santa Cruz?**

Any homeowner within the City of Santa Cruz boundaries who has a lot that is 5,000 square feet or more in area and is zoned for single-family dwellings may consider building an ADU. However, the configuration of the lot (especially the lot width), the amount of area covered by the main house, and other factors affect whether or not the ADU can actually be built on a lot.

No matter what kind of ADU is developed, the property owner must live at the same address as the ADU and only one ADU per single-family lot is allowed.

### **What Do I Need to Know to Start the Planning of an ADU?**

In some ways, building an ADU requires the same thought as any investment. Take a look at your needs, your finances, and determine if an ADU makes sense for you at this time. You will also need to research the zoning requirements for an ADU to determine if an ADU will be allowed on your lot. If you decide that you want to pursue building an ADU, the following sections in this Manual will take you step by step through the process.

### **How Do I Start?**

Congratulations! If you are continuing to read this, chances are you are seriously considering building an ADU. After you've looked at your finances and have decided that building an ADU makes good economic sense, you need to look at the practicality of creating an ADU on your property. Over half of Santa Cruz land area is zoned for single-family housing. There are now an estimated 1,800 single family lots that could be eligible for ADUs. So what does this mean to you?

### **Determining if Your Property Qualifies for an ADU**

In Santa Cruz, lots have to be at least 5,000 SF in size to be considered eligible for an ADU. Even if your property is large enough, there are a variety of other considerations. Do you have heritage trees (see Appendix for definition) on your property? Are you located in an area with unstable soils or steep slopes or near a creek or waterway? Does the land have archeological value? Is your house or property a cultural or historic landmark? These issues may not prevent you from developing an ADU, but would require additional studies or mitigation. The City can help you gain a better understanding if these types of issues affect your property.

ADUs are allowed only within residential zones. If you have any doubt, whether your property is in a zoning area that allows ADUs, call or visit the Planning Department for a final determination.

# ADU Zoning Standards

## **Getting to Know Your ADU Zoning and Design Standards**

Santa Cruz has developed zoning standards for ADUs. These standards are intended to make ADUs work with the community's small lots and compact neighborhoods. You and your design professional will need to review the standards to design your ADU. The table to the right provides a summary of the City's standards for a one-story ADU located on a R-1-5 parcel. Your parcel may be different. Some information for a two-story unit is included in the table as well.

## **Hiring Design Professionals to Help You Develop Your ADU**

This Manual includes prototypes of ADUs and suggests how they can be adapted for various sites, neighborhoods, and architectural contexts. If you use these prototypes for your ADU, you will have site-specific conditions to accommodate or you may want to customize the plans. You will also need to modify the plans for neighborhood compatibility. (See Section 2 for a discussion of what this means.) Or you may want to start from scratch and

Zoning Code for ADUs	Typical R1-5 Requirements*	Exceptions/Comments
Minimum lot size	5,000 SF	NO exceptions.
Maximum unit size for lot up to 7,499 SF	500 SF	7,500-9,999 SF lot can have 640 SF ADU. 10,000 SF+ lot can have 800 SF ADU.
Side yard setback, one story	3 feet	5 feet for 2 story ADU.
Side yard setbacks, one story, on a corner lot	8 feet	8 feet for 2 story ADU.
Front yard setback	20 feet	ADU can built in front of the main house as long as required setback is maintained.
Rear yard setback, one story only	3 feet	20 feet for 2 story ADU without Administrative Use Permit.
Maximum height*	13 feet to mid roof**	22 feet to roof peak for 2 story ADU.
Minimum distance between habitable structures	10 feet	6 feet between habitable and non-habitable structures (sheds, garages, etc.)
Maximum rear yard coverage	30% of 20 foot setback	Not required if facing alley.
Parking spaces	1 space per ADU 2 spaces for house	Assumes 1 bedroom ADU and 3 bedroom house. More bedrooms need more spaces.
Covered parking	None	Building an ADU eliminates required covered parking for lot.***
Parking location	Up to 3 cars can be parked in tandem in driveway. Up to 3 spaces allowed in front yard (maximum of 50% front yard may be paved).	
ADU entrance, main windows and entry	May be oriented towards main house but not towards neighbor’s property	
ADU exterior	Must relate to main house in building materials, roofline and other details.	
Notes: * Typical requirements for an ADU located in R-1-5 zone (check Zoning Code for your lot) ** Maximum height is measured to midpoint of highest gable. *** This facilitates converting a garage into ADU		





*In historic neighborhoods, “carriage houses” along alleys were common methods for adding worker housing.*

*This single story cottage was built in the 1920’s creating a second address out of the neighborhood alley.*

design your own unit. In any case, you will probably need to work with a qualified designer, builder, or engineer to make sure your project meets your needs as well as the City’s permitting requirements.

When choosing an architect or design professional, ask them for references and look at their previous experience. It is important that their designs and quality of work is something that is agreeable to you. It is also helpful if they have experience in your community in the project review and development process. Often, design professionals with local experience can better anticipate the types of technical and regulatory issues you will need to address. They can help you determine what you need, what design suites you and your neighborhood, estimate costs, identify necessary technical studies, and administer construction.

### **Taking Advantage of the City’s ADU Development Program**

Santa Cruz has a progressive ADU program with both technical and

financial assistance. The State’s California Pollution Control Financing Authority (CPCFA) Sustainable Communities Program has funded this Manual and the ADU Prototypes Plan Sets, a series of ADU design workshops on video tapes and the following additional assistance to homeowners:

- **Technical Assistance Grant:** For a limited time, the City will pay up to \$100 for one hour of a professional’s time to help you solve particular design problems or adjust your ADU Prototype. Apply for this assistance with your building permit.
- **ADU Loans:** A joint City/Santa Cruz Community Credit Union loan program provides up to \$70,000 at 4.5% interest. Affordable covenants are requisite. Apply at the Credit Union, call (831) 425-7708.
- **Wage Subsidy Program:** The Community Action Board of Santa Cruz County’s Women Venture Project will provide 50%

salary assistance for builders using graduates from their training program for the building trades. Call (831) 724-0206 for information.

The types and amounts of assistance will vary from year to year depending on available resources. If you have questions about these programs, the City of Santa Cruz Housing and Community Development Division can be reached at (831) 420-5110 and visited on-line at [www.ci.santa-cruz.ca.us/pl/hcd](http://www.ci.santa-cruz.ca.us/pl/hcd). You can also visit the Planning Department at 809 Center Street.

### **Other Resources to Help You Get started**

There are a variety of books and other resources that can be found on-line, at the Santa Cruz library, and bookstores. Books about small houses and cottages are popular as Americans and Californians discover opportunities in their own back yards for ADUs. The Appendix includes a list of ADU-related resources.



## Section Two: Designing your ADU

Your ADU has to meet your needs, result in a livable home for the tenant, and be a compatible fit with your neighborhood. This section is about understanding how to plan your ADU. It includes methods for evaluating how to be a good neighbor, the best location for your ADU, and some examples of designs.

### Neighborhood Compatibility

Santa Cruz residential neighborhoods have a variety of architectural styles, block and lot patterns. To make sure your ADU is a good neighbor, you will want to talk to your neighbors, take a look around, and see how your ADU can best fit on your site and into your neighborhood.

### **Take a Look Around: Assessing Your Neighborhood**

Santa Cruz evolved from a lumber industry town in the 1800's to a sec-

ond home, university and resort community in the late-1900's. The combination of climate, natural setting, social consciousness and lifestyle has resulted in a community that values its historic neighborhoods while embracing counter culture attitudes about design. The City's neighborhoods reflect these traditions.

As a result, Santa Cruz has a broad variety of single-family neighborhood, each with distinct characteristics. By understanding the unique

features of your neighborhood, you can plan an ADU to preserve or enhance some of these features such as yards, views, and landscape or architectural character.

Neighborhoods in central Santa Cruz have been designated as historic districts with special guidelines and review procedures to protect their character. Some neighborhoods, such as the Morrissey Avenue area on the Eastside, were planned prior to WWII and have traditional plan features such as

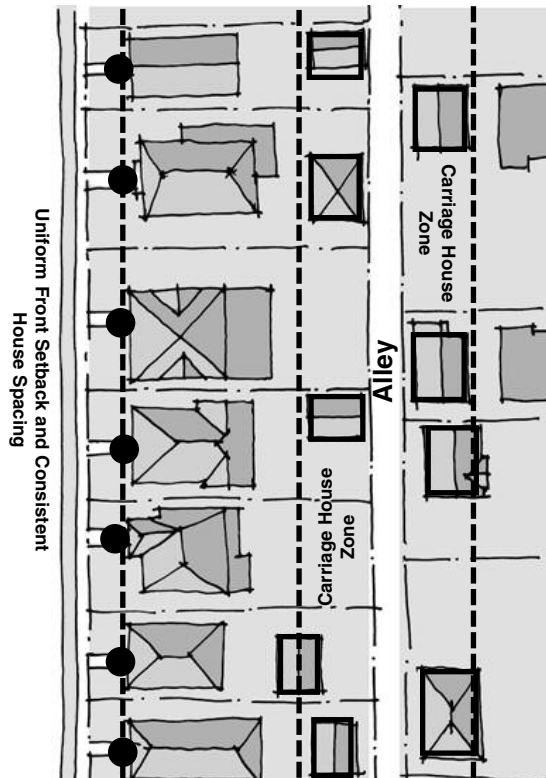
*Have a look at the "Take a Look Around Your Neighborhood" checklist on the next page. It has a list of questions to consider and the potential implications for planning your ADU.*

## Take a Look Around Checklist

What questions do we need to ask before designing an ADU?	How does it effect your planning?
What is the predominant height of homes in your neighborhood? One or two stories?	If a neighborhood has predominantly one-story homes, then you probably would want to build a one story ADU.
Are homes set back the same distance from the street or are they staggered? Is there an established pattern to the house and lot patterns in your neighborhood?	Some neighborhoods have uniform setbacks and relationships to the streets. Other neighborhoods have irregular patterns. An ADU should fit into the pattern of setbacks for houses and garages.
What do most of the roofs in the neighborhood look like? What are the materials, colors and pitch?	Typically for best neighborhood fit, your roofline may mirror the main house's roof. In some neighborhoods, garages and ancillary structures have a different roof forms. You may chose to reflect these traditions instead.
Where do most of the homes have their garages? Are they detached or attached? Are they in front, back or on the side of the house?	ADUs are typically about the size of a large garage. Look at your neighborhood pattern for garage placement to reduce the impact on your neighborhood character.
Is there typically a narrow or wide space between homes?	If your ADU is in the backyard, consider how you will enter the ADU. If possible it should be from an alley. The goal is to minimize the impact that the ADU access way might have on neighbor's windows.
Is landscaping or fencing or a combination used to define lot lines?	Fencing or landscaping in a neighborhood establishes different degrees of privacy. You may want to screen your ADU with plant materials that are compatible with the neighborhood.
Do lots typically have only one structure or several (i.e. house, garage, sheds, etc.)?	A pattern with multiple structures would enhance the option of building a stand-alone ADU.
Is there one material or color that is predominantly used for the homes on your block?	Often the best option for exterior materials is to match the main house. However, if there is a dominant material or color in the neighborhood, that might be considered as well.
Are front yards nicely landscaped or is the most prominent feature paved parking areas?	Placement of parking is critical when thinking of neighborhood impact. If you are using your front driveway to accommodate more cars, think of how you might use landscaping to help reduce the visual impact on the street. Try to keep your front yard in keeping with your neighbors.
Does your neighborhood have heavy or light vegetation in the back yard areas?	Your ADU siting and design should respond to the pattern of landscape located in your neighborhood. The pattern of canopy trees and hedges is part of the neighborhood context.

# Santa Cruz Neighborhood Contexts

## Traditional Neighborhoods



### Traditional Neighborhood Blocks

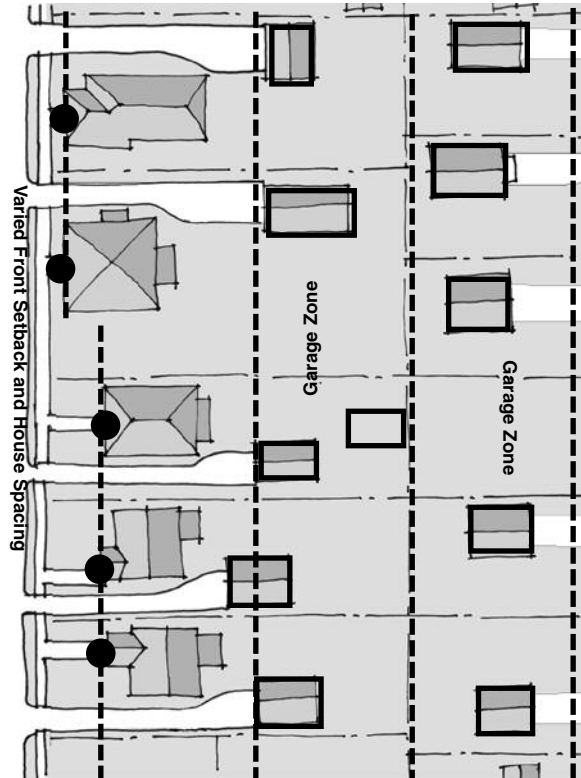
#### Features:

- Shallow lots, with or without alley
- Carriage houses and garages at the back of the lot
- Original carriage houses small single bay buildings

#### ADU Sites:

- Place ADUs along alley frontage or rear property line

## Transitional Neighborhoods



### Transitional Neighborhood Blocks

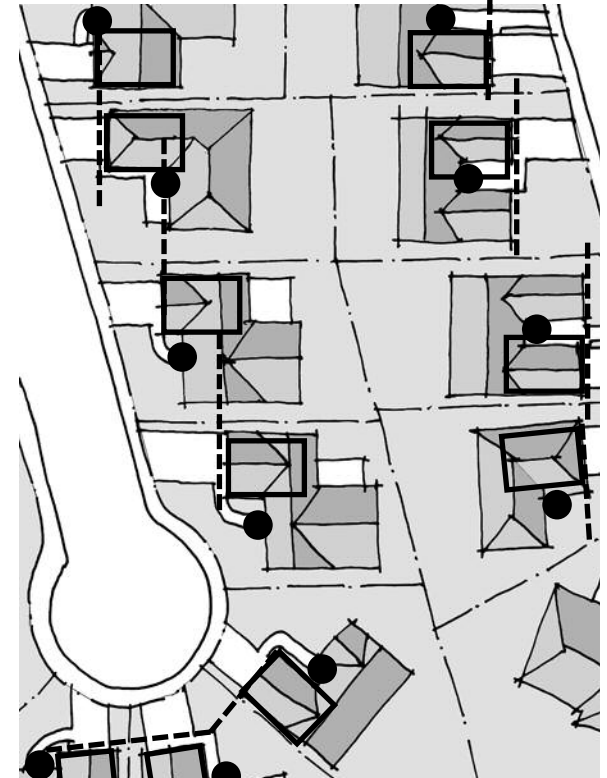
#### Features:

- Pre-war grid blocks with pre- and post war housing
- Deep lots
- Garages located in rear yards

#### ADU Sites:

- Place ADUs within garage zone in rear yards

## Post War Neighborhoods



### Suburban Neighborhood Blocks

#### Features:

- Cul-de-sac blocks
- Small yards
- Parking in front of lot with 20' driveway parking

#### ADU Sites:

- Garage conversions
- Place ADUs in rear lot areas on bigger lots



***This Spanish Revival house has converted the garage into a ADU. The corner lot has an expanded driveway with special brick pavers and landscaping to visually reduce the parking area in that yard.***

gridded streets, narrow lots, porches, alleys, and garages placed in the rear of the lot. Post-war neighborhoods, such as the Westlake neighborhood, have developed with very suburban features including curving streets, wider lots, single story ranch-style homes, and attached garages with driveways facing streets. And then there are the remnants of summer cottages in the Seabright and Circles areas.

Whether a pre- or post war vintage, Santa Cruz's neighborhoods have accommodated generations of additions and secondary structures. While reflecting zoning requirements, floor plans and lot configurations found in the neighborhood, many patterns have emerged to accommodate change over time. For example, there may be a tradition for additions built on to the rear of the house thus protecting side yard separations. In other neighborhoods, garages and secondary structures were built along an alley leaving backyards open. Because they evolved in response to the neighborhood pattern, these changes look and feel natural.

Today, numerous Santa Cruz neighborhoods are showing new signs of transition. Some smaller lot subdivisions and locations that offer views of the ocean are being pressured by the desire for larger homes. Neighborhoods adjacent to commercial areas or higher density housing are affected by the changing scale of buildings. Both of these types of neighborhoods are considered to be in transition, offering past and future contexts for building ADUs. In these areas, the questions of privacy, scale and architectural character are a moving targets and make talking with your neighbors even more important.

### **Determining Fit**

Determining what type of ADU design will fit your block and yard requires understanding your neighborhood patterns and a more focused examination of your lot and those of your neighbors'. There are several elements that will determine the fit of your new unit. These include placement on the site, orientation, outdoor spaces, and architectural design.

The top issue discussed in the community workshops conducted during the preparation of the ADU manual was protecting the privacy of neighbors. The views of private and shared spaces, acoustical privacy, and entry routes used by tenants were identified as concerns. To respect your neighbor's privacy, you need to think about how your ADU is sited and designed. Whether attached, detached, one or two-story, each type of unit has its own set of issues.

The orientation of ADUs is an important privacy consideration. This means you have to think about which way your unit faces and where it is placed on the site. The entry, porches, private or shared outdoor spaces, window placement and closeness to property lines should be considered when designing your unit. Depending on your site constraints and parking needs, you may also have a choice whether it is a single or two-story ADU.

Privacy between the main house and the ADU should also be part of your design plan. Besides views from

windows, there are other considerations including the use of rear and side yard spaces, entry pathways, and parking location for the ADU. When designing your ADU, there is an opportunity to plan which parts of the yard will be exclusively for the tenant's or home owner's use and which part is shared. These areas can be defined with landscaping, gardens, paving and other devices. The way someone enters the ADU can cause privacy concerns as well. Planning the site to limit the routine use of private yard areas or passing by private rooms to access the ADU can improve privacy. The location of parking can also have an impact on where tenants walk and the noises from after hour departures and arrivals. Alley lots and corner lots provide more flexibility in terms of locating ADU parking away from the owner's house.

Architectural design is another area of consideration. Santa Cruz has been particularly careful that new projects are architecturally compatible in historic and traditional neighborhoods. However, many post war

single family subdivisions and sites located adjacent to commercial or industrial areas provide opportunities to explore more contemporary design solutions for ADUs. Contemporary solutions can feature new energy saving technology or sustainable design, non-traditional indoor and outdoor spaces, or fanciful and sculptural roof and building forms.

As the owner, you will also need to consider the compatibility of the ADU design with your home. Your existing house may provide a palette of roof forms, window design, materials and colors, and other architectural features that can be replicated. This would create an esthetic and ownership connection between the main house and the ADU.

### **Talk to Neighbors**

Of course an important part of being a good neighbor is discussing your plans with adjacent property owners. This can help you better understand how your ADU can be designed to reduce the impact on their lifestyle. In some cases, your

neighbor may also be considering developing an ADU in the future and the coordination of siting and orientation can result in a better situation for both. Some issues you may want to discuss include privacy, views, solar access, parking location, and the timing and schedule for construction. Talking with your neighbor provides an opportunity to discuss the merits and trade-offs of different design approaches.

Some potential talking points are listed below.

- **Privacy.** One of the most obvious topics will be visual privacy. This often includes views into houses and into private backyards. The location of the ADU, window placement and orientation of private and public rooms in ADUs could be topics of discussion in this regard.
- **Solar Access.** Access to the sun for gardens and yards can be an important concern of neighbors. Placing a two-story unit close to your northern property line can impact a neighbor's solar access.



***This single family house has added an ADU as part of a new garage project. The ADU design reflects the design of the house and uses dormer windows to keep the building at a 1-1/2 story height.***

*Pages 11-13 have diagrams illustrating various ADU options. The drawings show how detached, alley, and attached ADUs can be more compatible with your neighborhood and own home.*

- **Views.** In some of Santa Cruz's neighborhoods, views of the ocean, woodlands and other scenic features are important assets that should be shared by neighbors. The placement of ADUs, particularly two-story buildings, should reflect an understanding that views are shared.
- **Parking.** Parking standards in Santa Cruz for homeowners building ADUs are very flexible. However, although the location of cars conforms to City codes, your parking spaces may still impact your neighbors.
- **Scheduling the Work.** In some cases, your neighbor may have young children or other needs that cause you to consider how you schedule construction of your ADU. You may want to discuss the schedule of your construction project, both in terms of start and finish dates and the times of day and days of the week that construction will take place.

Remember, your neighbor may be the next one to develop an ADU, and you would like the same opportunity to discuss their project.

## **Planning Your New ADU**

As you begin to plan your ADU, you will want to think about the criteria that will determine its size, floor plan, location on your site, and your budget. Besides your housing and economic needs, these types of decisions will be affected by the City's zoning and building codes. A summary of zoning code highlights is included in Section 1. The complete Zoning Code for ADUs is included in the Appendix.

### **How Big? What will Be Included?**

In Santa Cruz, ADUs are allowed to be a maximum of 500 SF on lots from 5,000 SF to 7,500 SF. For lots between 7,500 SF and 10,000 SF, ADUs may be up to 640 SF. For lots in excess of 10,000 SF, an ADU may be up to 800 SF. Besides the zoning ordinance requirements, you will want to think about who will live there and what amenities or design features should be included.

You may want to build an ADU for income purposes or to make room for an elderly parent or grown child. You may even build the ADU for yourself. Each ADU resident may have different needs. For example, making a unit accessible for wheel-chairs by locating it at grade and providing wider doors and bathrooms adds to the diversity of affordable units in Santa Cruz and gives it greater flexibility by anticipating the needs of a physically challenged person or an elderly parent. Think about the needs of the person living in the ADU. Will they need additional storage space? Is it important that they have access to a laundry room? Do they get a deck or private outdoor space?

### **Where On Your Property Will the ADU Be Located?**

In addition to the neighborhood context issues previously discussed, you may have personal reasons to locate an ADU on one part of the site instead of another. For example, if you are building the ADU for an elderly parent or extended family member, you may want to have an attached unit. If the ADU is rented, you may want to increase your pri-

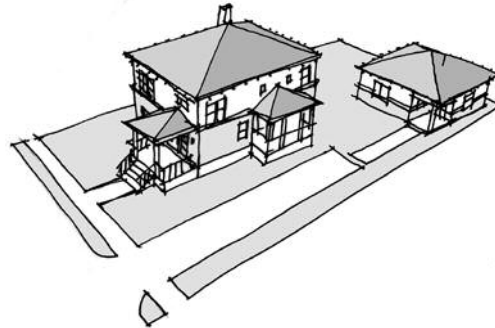
## Detached ADUs

**How can detached ADUs be in scale with the neighborhood and architecturally compatible with the existing house?**

- In what ways is the ADU architecturally compatible with the primary structure and other houses in the neighborhood?
- Is the ADU subordinate in scale and size to the primary house?
- How is the ADU designed to reduce the impact on privacy of neighbors?
- Does the lowest side of the ADU roof face adjacent properties to reduce the visibility of the ADU from the adjacent property?
- Are ADU entries oriented towards rear alleys, the main house, or yard rather than the neighboring house or yard?
- Are ADU windows either oriented or glazed to ensure privacy for neighbors?

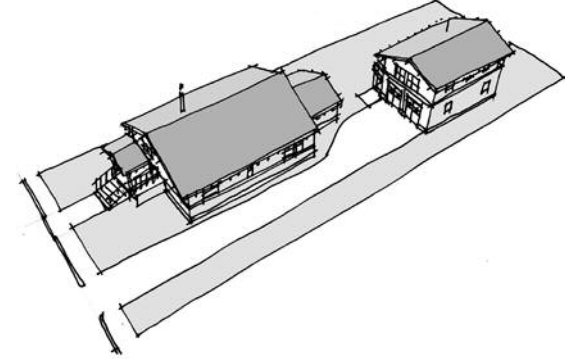


**Sketch of Two Story ADU over Garage**



**One Story Backyard Cottage**

- 5' setbacks
- Uncovered parking in driveway



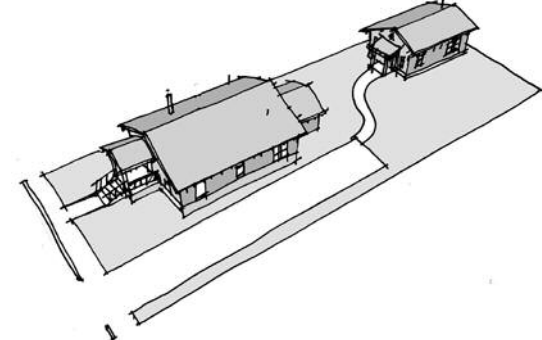
**Two Story ADU over Garage**

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



**1-1/2 Story Backyard Cottage**

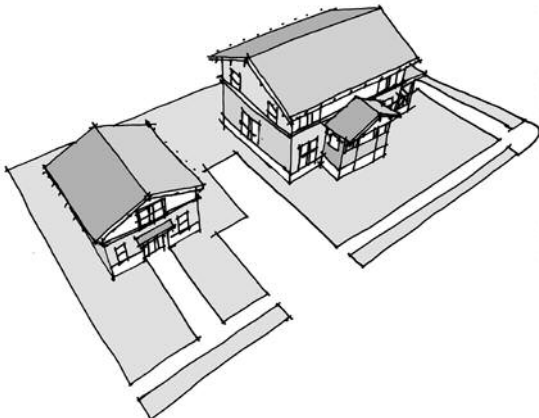
- 5' side yard setback
- 20' rear yard setback
- Uncovered parking in driveway



**One Story Backyard Cottage**

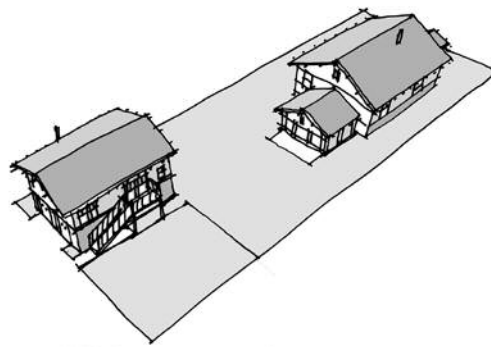
- 5' setbacks
- Uncovered parking in driveway





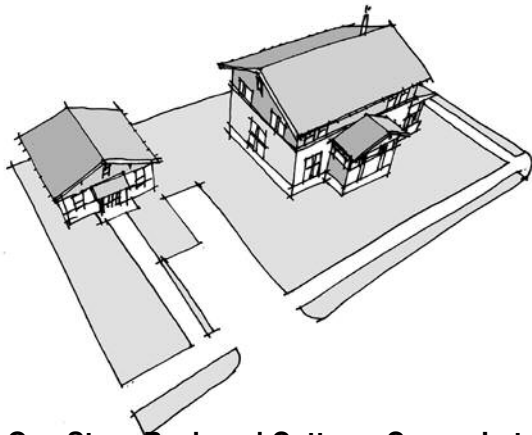
#### **1-1/2 Story Backyard Cottage—Corner Lot**

- 5' side yard setback
- 20' rear yard setback
- Uncovered parking in driveway



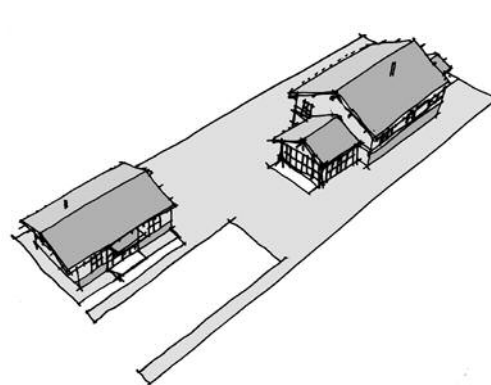
#### **Two Story ADU over Garage—Alley**

- 5' side yard setback
- Private ADU yard space
- Parking in alley garage and front driveway



#### **One Story Backyard Cottage—Corner Lot**

- 5' side yard setbacks
- Uncovered parking in driveway



#### **One Story Backyard Cottage—Alley**

- 5' side yard setback
- Uncovered parking in driveway

### **ADUs on Alleys and Corner Lots**

**How can alley access and corner lot ADUs be compatible with the primary structure and neighborhood?**

- Is the ADU built along the edge of the alley to maintain the pattern of back yard open space in neighborhoods?
- Is an alley ADU designed to provide “eyes-on-the-street” security?
- Does the ADU preserve existing trees in rear yards and along alleys?
- If the alley ADU is located over a garage, is the building set back far enough to back a car into the alley?
- Is enhanced landscaping provided along the street or alley edge?

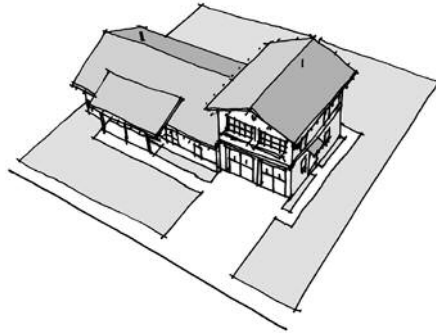


**Sketch of 1-1/2 Story Backyard Cottage**

## Attached ADUs

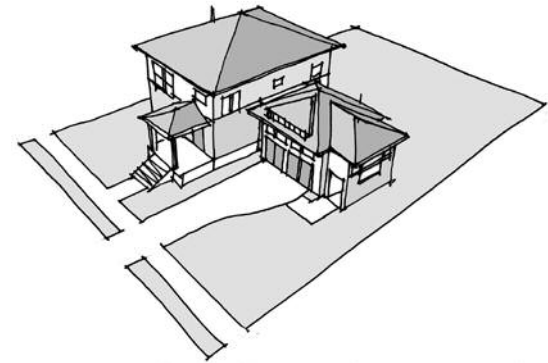
How can ADUs that are added to existing structures be designed to maintain the building scale, architectural character, and yard patterns found in the surrounding neighborhood?

- Is the primary residence containing the ADU of a compatible scale with nearby residences?
- Is the ADU addition visually subordinate to the original building? Do the massing, scale, and the location of an addition allow the original building to remain visually prominent?
- If the ADU addition is taller than the original building, is it set back from the primary facade?
- Is the ADU entrance visible from the street front? Does it maintain the appearance of a single-family home?
- Are the materials and windows of the ADU compatible with those in the original house?
- Is the ADU roof or attic addition in scale and compatible with the original structure?
- Are dormer or roof additions subordinate to, and set back from, the primary facade so the original roofline can be seen from the street?
- Does the ADU have yard setbacks, street orientation, use of front porches and other design elements found on your block?



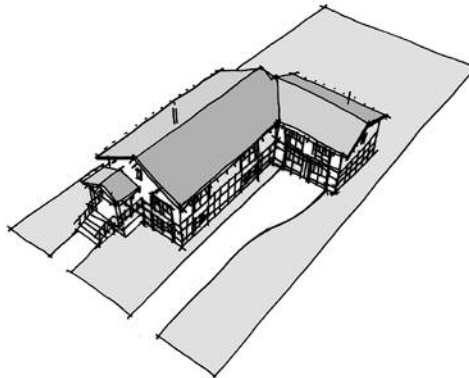
**ADU and Garage Addition–Front**

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



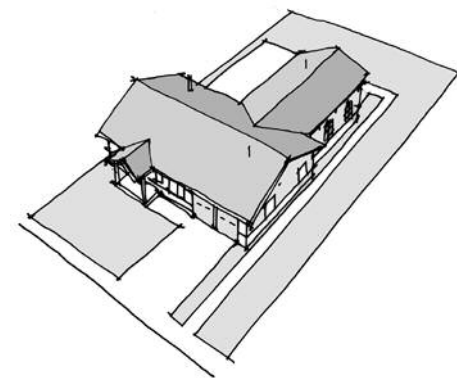
**ADU and Garage Addition–Side**

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



**ADU and Garage Addition–Rear**

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



**One Story Backyard Addition**

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



*This small converted garage located on a corner lot is now a back yard garden cottage.*

vacy by locating the ADU farther away from your house.

In addition to privacy issues, there are physical design criteria that are important to you and unique to your site. You may be an avid gardener so orienting the location and design of your garden toward the sun is important. Your yard could have a heritage tree (see Appendix for definition) that has to be saved or a nice patio or deck that must be worked around. By considering all site plan variables at once you have a better opportunity to create the win-win design that satisfies you, your neighbors and the tenant.

### **What Will Be the Ultimate Cost?**

As with any development project, you want to be able to anticipate the costs of your ADU project. There are several ways to look at these costs. If your ADU will be for added income, you will want to make sure the ADU rent covers the costs. Or you may want to increase the equity in your home as an investment. If you are building an ADU for other reasons, you have to weigh the benefits with your own

economic situation and family needs.

Regardless of your motivation, you want to be able to design an ADU that meets your budget. One of the common pitfalls of any development project is not anticipating costs or understanding the types of costs. So, what do we mean by costs?

There are “hard costs” and “soft costs”. Hard costs include construction (materials and labor), site preparation, utilities, building, and landscaping. Soft costs include financing (second mortgage or construction loan), planning and building permits, development fees, utility hook up fees, and professional design and engineering services.

A good place to start to identify costs is from what you can easily find out. For example, you can find out what development fees you will need to pay to the City. Then, a contractor, architect or an estimating book can give you a range of construction costs on a square foot basis in Santa Cruz. This can start to

provide a ballpark number to use for planning. You should also check on types and amounts of financing that might be available to you before you start. The City’s new ADU loan program is something to consider if you are willing to maintain an affordable unit for 15 or 20 years.

For hard costs, you may be surprised that you do have some control over your destiny. Here are some things you, your contractor and/or architect might consider.

- **Lower Construction Costs.** Garage conversions can be an affordable way to utilize your existing structure to create an ADU. Single story at-grade units are also cost effective if you have room on your site. If you build an ADU above parking then you have to consider the cost of the garage. Two story units can save yard space and have smaller foundations and less roof area but tend to have higher structural costs and require the added cost of building stairs.

## Example ADU Budget

Off Site Improvements	Water Service	3,500
Foundation	Grading/Excavating/Backfill/Compaction Concrete & Rebar, Anchoring	2,500 7,500
Framing	Studs, joists, rafters, sheathing, beams, headers, connectors	24,500
Plumbing	Rough Finish	2,500 900
Roofing	Asphalt shingle	3,500
Doors	Interior, exterior, shower encl.	3,500
Windows	Wood	4,500
Finishes	Drywall Carpeting Resilient Flrg Countertops (laminated) Cabinets Ceramic Tile Painting (interior and exterior)	3,250 900 800 750 1,200 1,200 5,000
Metalwork	Piperrail Guardrails (Int.) Gutters, downspouts	2,500 1,000
Mechanical	Tankless Water Heater Gas Fired Wall Heaters Garbage Disposal	750 800 200
Landscaping	Allowance	500
Total Preliminary Estimation of Construction Cost		\$76,000

*This table shows an example construction budget for a 500 SF ADU. In addition to construction budgets, a home owner needs to consider other types of costs such as permit fees, insurance, professional design or engineering services, or financing costs. These can add up to over 30% of the construction cost. It is important to do the research on these other costs when planning your project.*

*See the Appendix for a list of other permits and fees.*



*This new single family house has added an ADU built above the garage. The garage and ADU are built to the rear of the site making them less conspicuous from the street.*

- **Parking.** For any ADU type, you still need to consider the cost of parking. Is it covered in a garage? Do you need to expand your driveway or build a new one? Do you access the ADU from an alley?
- **Access to Utilities.** Planning your site to have easy access to utilities can save money by avoiding the necessity of digging long trenches.
- **Utility Meters.** Utility meters and connections can be a big initial cost. Providing separate water connections is expensive. The Fire Department will determine if your water service has enough pressure for fire sprinkler systems required by the City of Santa Cruz. PG&E will not install a separate gas or electric meter on the same parcel for you. Sharing them may save money but you will have to consider how you share the cost of utilities with your tenant.
- **Materials.** The choice of building materials is a cost item you have some control over.

However, you can see on the sample budget summary on page 15, that you might not save as much as you might think. Basic planning decisions can make a bigger difference in cost savings.

- **Labor.** The cost of labor can be a big variable. Are you going to do part of the work yourself? Will you be your own contractor? Should you?
- **Time.** Regardless of the approach you take to budgeting for your ADU, a common item is the cost of time. The longer the project takes, the longer you go paying on your construction loan without rental income. Sometimes trying to make the construction costs cheaper by doing it yourself and not hiring a contractor extends the construction period increasing the soft costs.

Often people do not consider the life cycle costs of construction. These include resource consumption, such as the cost of energy and water, and maintenance. For example, you may choose to save money

by selecting a cheaper siding material or a 15-year roof rather than a 25-year roof. You may end up paying more in the long run with maintenance or replacement costs. Making some initial investment in energy-efficient design and materials can make energy bills smaller too.

There is also an environmental cost of using certain materials because of toxic byproducts in the manufacturing process or problems with disposal at the end of the life of the building. Santa Cruz's progressive tradition brings a natural awareness and concern about these types of hidden or deferred costs to the planet. There is a list of "green" building materials on page 18.

## **Prototypical Designs and Details for ADUs**

One of the most exciting parts of developing your ADU is planning and designing it. As with any small home, you can design it, have an architect help you, or pick one out of a catalog. This section provides ADU Prototypes to help inform your efforts in selecting and modify-

ing the type of ADU that meets your needs. It also has some tips on energy conservation and accessibility.

The ADU Prototypes are all designed as 500 SF one-bedroom units with the exception of the garage conversion. The garage conversion Prototypes reflect a typical two car structure of 400 SF. The City has worked with architects and engineers to provide drawing sets that can be used as the basis for building your ADU if you so choose. However, not every site is the same, so the Prototypes will need to be modified to suit your lot and detailed to be compatible with your main house and neighborhood. But, the ADU Prototypes are a pretty handy way to get a project quickly through the process without too many surprises. All the Prototypes have been pre-reviewed by City departments, and are available at the City Planning counter.

Pages 19-36 provide brief written and graphic descriptions of the seven Prototypes. They include one and two-story ADUs, parking garages with ADUs above, alterna-

tive construction methods, and garage conversions.

### **How to Choose a Prototype**

Between reading the “Take a Look Around” checklist on page 6, thinking about your plan and talking to your neighbors, you should have a pretty good idea what type of ADU will suit your needs and let you be a good neighbor. You may choose to build one of the Prototypes as they are drawn or modify one for your site and needs. In either case, you need to make a clear list of your objectives. You will need to consider the type of neighborhood you are in, the location on your lot, need for disabled access, alternative construction options, construction period, and whether your existing two car garage could be used for your ADU.

### **How to Modify the Prototype to Fit Your Needs**

After reviewing the Prototype you may find they would have to be modified to fit your situation or needs. A Prototype plan may have to respond to a special site planning or architectural context. Planning reasons to modify a

Prototype could include:

- Changing its orientation and entry location;
- Flipping the plan for better access to utilities;
- Rotating a plan to change the location of private space or access to parking; or
- Rotating a plan for better solar orientation or to capture views.

Architectural design reasons to modify a Prototype could include:

- Changing the roof, window or siding types to match the existing house;
- Moving windows and doors to reflect privacy needs; or
- Accessorizing your ADU to suit your site and personality.

The Prototype plans attempt to anticipate a variety of contexts. They make the effort to be flexible within technical constraints of meeting building codes. There are some things that cannot be changed. Some of these include the amount of foundation and wall area that is needed for structural support, the minimum amount of window area

# Using Green Building Materials

The following is a list of just a few “Green Building” materials considered to significantly reduce environmental impacts during manufacture, placement, lifetime use and post-lifecycle deconstruction. Combined with State mandatory energy conservation measures the finished structure poses much less impact on the environment and utility needs.

When ordering materials, consider not only the manufacturing process but also where materials are coming from. A local supplier/manufacturer can save considerable transport costs and use of fossil fuels. Compared with their conventional counterparts the following materials require generally less manufacturing and help to minimize environmental impacts:

## **Getting Started/Site Selection:**

- Consider Renovating Older Building
- Deconstruct/Recycle/Reuse Existing Structures
- Choose Least Disruptive Pad Location To:
  - Minimize Grading / Land Disturbance
  - Work Around/Protect Existing Trees
  - Protect Eco/Archeologically Sensitive Areas.
  - Use Solar Orientation for Maximum Gain
  - Provide For Onsite Storm and Gray
- Water Management
- Locate Close to Public Transportation Hub

## **Foundation / Under Floor:**

- High Volume Fly Ash Concrete (Min. 15%)
- CBA and/or ABQ Treated Wood (avoid arsenic)
- Permanent Forms / Insulated Foundations

## **Framing/Sheathing/Exterior Cover:**

- Forest Stewardship Council Certified Lumber
- Light Gauge Steel Framing / Straw Bales
- Structurally Insulated Panels (SIP's)
- Finger Jointed /Engineered Wood
- Salvaged Timbers
- Agricultural Boards (wheat/straw)
- Europly / Medium Density Fiberboard
- Fiber-Cement/Recycled Content Siding & Roofing
- Recycled Content Decking

## **Interior Environment/Finishes:**

- Cellulose or Cotton Insulation vs. Fiberglass
- Low or No VOC Adhesives/Solvents/Paints/Finishes
- Natural Linoleum vs. Oak/Vinyl
- Cork and/or Bamboo Flooring vs. Oak/Vinyl
- Recycled Ceramic Content Tiles
- Natural Fiber/Recycled Content Carpeting
- Salvaged Wood Flooring
- Recycled Door/Window Trims

## **Plumbing/Electrical/Mechanical:**

- Tankless or Solar Water Heating
- Hot Water Circulation
- Ultra Low Flow Fixtures
- Ultra High Efficiency Lighting
- Solar Photovoltaic Electric Panels
- High Efficiency Heating/Cooling
- Passive/Active Solar Heating

required for emergency egress; ventilation, materials and design features required to meet minimum energy efficiency requirements; and other minimum/maximum dimensions prescribed by codes. The Prototype plans in this section of the ADU Manual illustrate some potential design variations.

## **Energy Conservation and Accessibility**

In California, Title 24 prescribes energy efficiency and access requirements for new construction. These are minimum requirements. You may desire to have better energy efficiency or make your unit specially equipped for disabled access.

The ADU Prototypes strive to take advantage of Santa Cruz's climate, solar access and use of materials with higher insulating values.

## Prototype: Detached ADU over Existing Garage

### Key Features:

- Preserves and reuses existing garage and driveway.
- Private deck and yard for ADU.
- Dining and living room spaces have sliding windows that open to visually expand rooms to the outdoors.
- Provides for architectural variations to match existing house or unique architectural expression.
- The plan can be rotated to accommodate utility connections or alley access.

### Site Plan

This Prototype demonstrates how an ADU can be constructed over the top of an existing detached two-car garage located at the rear of the lot. Your existing garage may be built too close to the property line. Two-story ADUs have to be built at the minimum setback, which is 5' in Santa Cruz. This plan offsets the ADU over the garage providing the necessary side yard setback. The ADU and owner share the same driveway and split the backyard. The ADU has a private deck and small yard at the back.

### Floor Plan

The one bedroom plan orients the public spaces (living, dining and kitchen spaces) towards the front driveway and private spaces (bath and bedroom) towards the rear. Dining and living spaces have large operable windows that expand the visual space of these

rooms to the outdoors. The plan includes tenant storage at the lower level adjacent to the deck.

### Context Issues

The site illustrated is in an older neighborhood that has experienced higher density apartment infill. Many of the backyard spaces have already been developed with garages or apartments. The ADUs outdoor spaces and windows are oriented into the back yard of the house. This protects the privacy of neighbors and tenants.

### Potential Variations

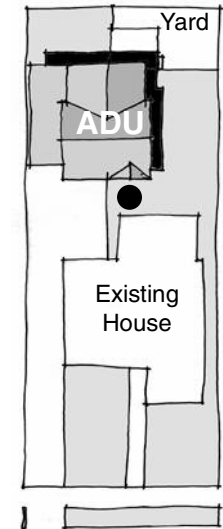
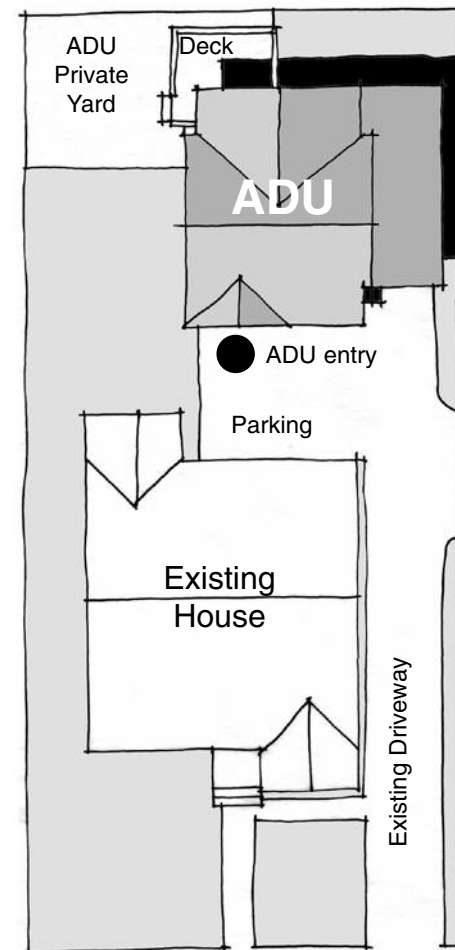
The plan is flexible and can be rotated and flipped to accommodate right, left or rear access to the garage. The alley access variation presents itself as though the alley is a traditional residential street with a porch and front yard. The porch can be deleted or expanded depending on the site. Architectural variations could include traditional styles or contemporary expressions. Key to either approach will be the consistency of the new ADU and the existing garage in terms of materials, windows, and proportions.

### “Green” Features

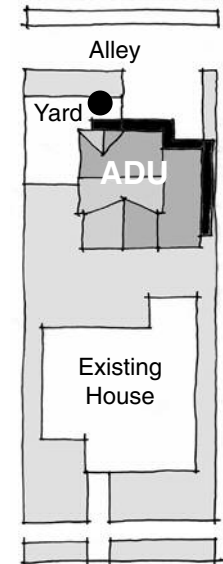
The plan also demonstrates opportunities to include “green” features such as solar panels on the garage roof and rainwater collection and storage under the ADU deck.

### Site Plan

These illustrations show the overall site layout for the Prototype. Below is the “base case” option. To the right are variations of a reversed plan and rotated plan to address access from an alley.



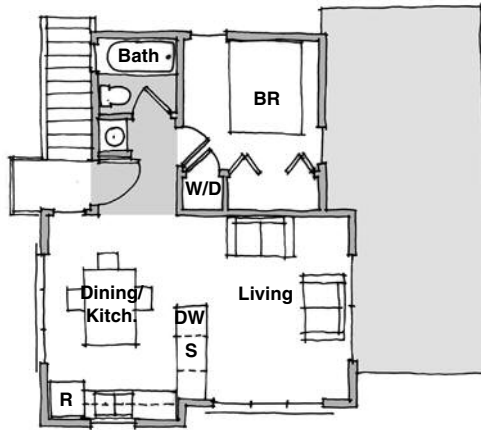
Reverse Plan Option



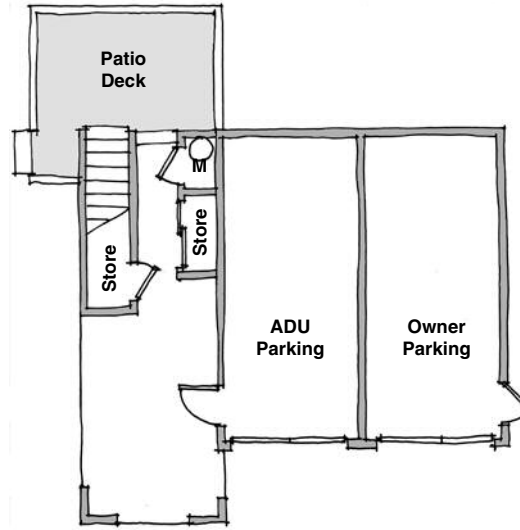
Alley Access Option



## Floor Plans



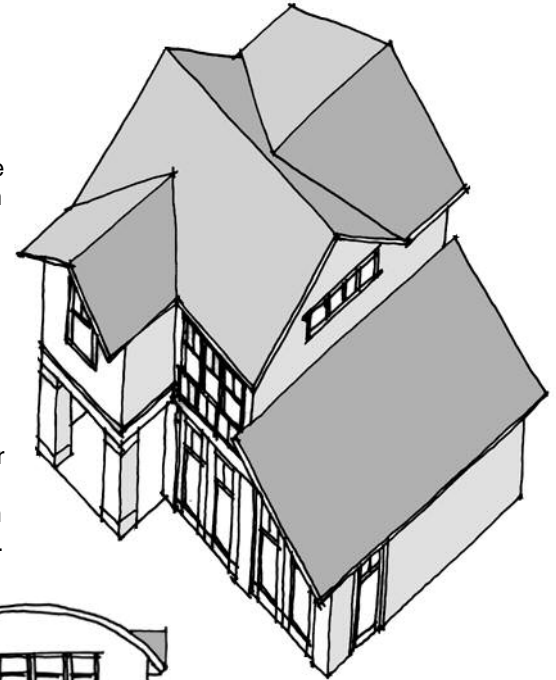
Upper Level • ADU



Ground Floor • Parking

## Massing

*Right:* This drawing illustrates the shape of the roof and orientation of the ADU. You can see how the garage roof steps down towards the property line and windows are facing towards the main house or interior of the lot, away from the neighbors.



## Elevations



Traditional Example



Contemporary Example 1



Contemporary Example 2

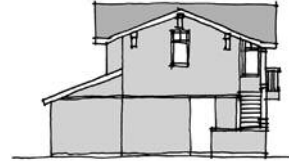
*Left:* These illustrators show three styles of design. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.



South Elevation



East Elevation



West Elevation



North Elevation

*Left:* These sketches illustrate all four elevations of the ADU Traditional Example. Window placement reflects the need for privacy, sun access and views.

## Prototype: Detached ADU over New Garage

### Key Features:

- Lower level has parking, workshop and studio space.
- Unit faces away from neighbors.
- Includes garage parking under the ADU.
- Private rear yard for ADU and shared patio.
- Provides for modern expression with open plan and high ceilings.
- Dining and living room spaces have sliding windows that visually expand rooms to entry deck.
- The plan can be rotated to accommodate utility connections or alley access.

### Site Plan

This Prototype demonstrates how an ADU can be constructed in a rear yard reusing an existing driveway. The building requires a five-foot side yard setback and a 20' rear yard setback. The rear setback is accessible via a rear garage door and can be used as a private yard for the ADU or an extended workspace for the workshop or studio.

### Floor Plan

The one bedroom plan orients the public spaces (living, dining and kitchen spaces) towards the front driveway and private spaces (bath and bedroom) towards the rear. Dining and living spaces have large operable windows that expand the visual space of these rooms to the outdoors. The plan creates a lower level that is useable for both owners and tenants. A studio

space opens on to a patio space and there is a shop and laundry room.

### Context Issues

The site illustrated is in an older neighborhood with a mix of house sizes and styles. Most of the houses have parking located behind the house. Many of the backyard spaces have already been developed with garages or additions. The ADUs outdoor spaces and windows are oriented into the back yard of the house. This protects the privacy of neighbors and tenants.

### Potential Variations

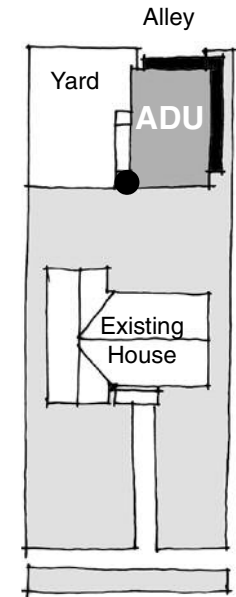
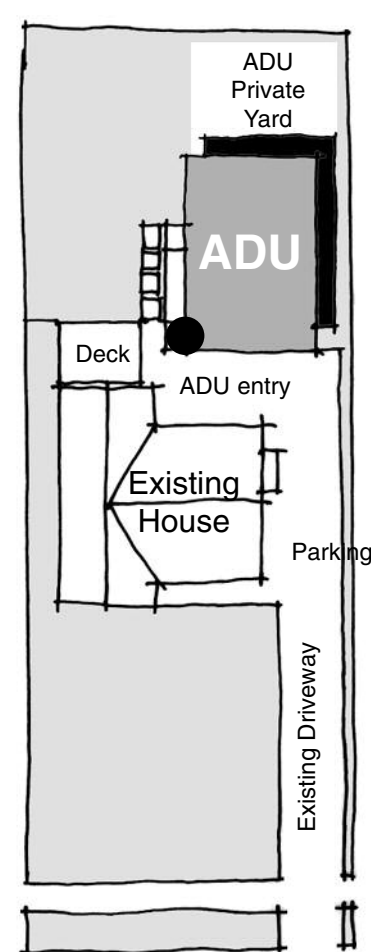
The plan is flexible and can be rotated and flipped to accommodate right, left or rear access to the garage. The alley access variation presents itself as though the alley is a traditional residential street with a porch and front yard. The porch can be deleted or expanded depending on the site. Architectural variations could include traditional styles or contemporary expressions. Key to either approach will be the consistency of new the ADU and the existing garage in terms of materials, windows, and proportions.

### “Green” Features

The plan “scoops” light and breezes with its hood-shaped form. It has opportunities to include “green” features such solar panels on the roof (works best when roof is oriented south) and renewable and recycled materials.

### Site Plan

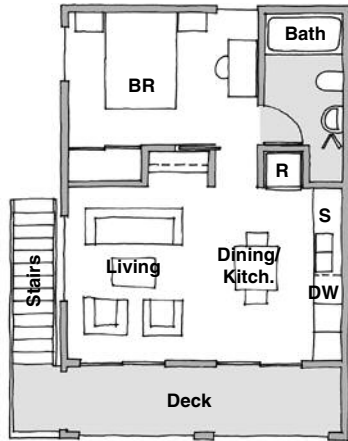
These illustrations show the overall site layout for the prototype. Below is the “base case” option. The ADU is located behind the existing house and provides access to the garage from the existing driveway. To the right is a variation. It shows the ADU rotated towards an alley at the rear of the lot.



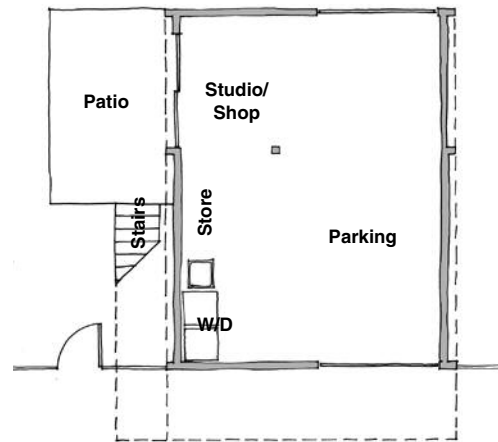
### Alley Access Option

Parking over a garage provides an efficient use of the site. The variation above moves the ADU to an alley and includes two parking spaces. The stair could face the yard or make it possible for the ADU to have access from the alley.

## Floor Plans



Upper Level • ADU



Ground Floor • Parking

## Elevations



Contemporary Example 1



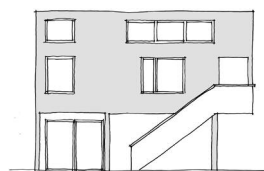
Contemporary Example 2



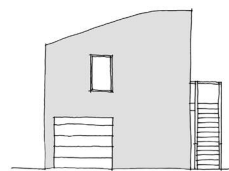
Traditional Example



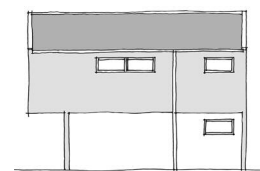
South Elevation



West Elevation



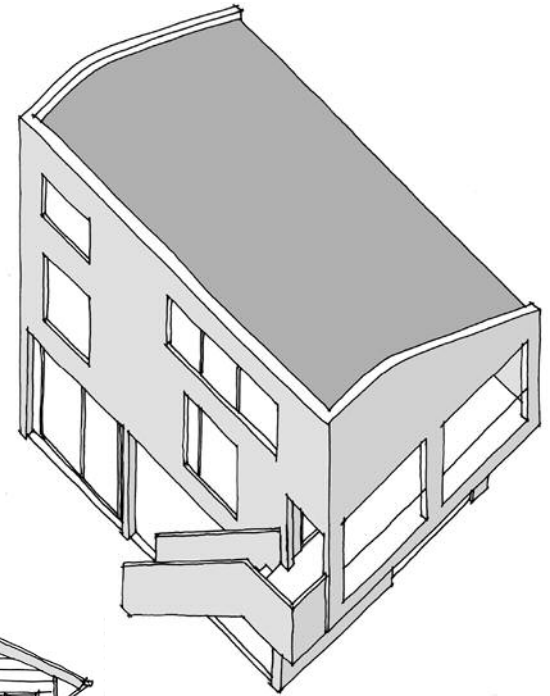
North Elevation



East Elevation

## Massing

*Right:*  
This drawing illustrates the shape of the roof and orientation of the ADU. You can see how the roof steps down towards the side property line and windows are facing the back yard and driveway, away from the neighbors.



*Left:*  
These illustrations show three styles of design. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.

*Left:*  
These sketches illustrate all four elevations of the ADU Contemporary Example. Window placement reflects the need for privacy, sun access and views.

## Prototype: Detached 1-1/2 Story ADU

### Key Features:

- Small footprint fits easily in rear yards.
- 1-1/2 story height allows two living levels in a shorter building.
- Private rear yard for ADU and shared patio.
- “Loft-style” provides vertical open volume.
- Compact bathroom and kitchen layout.
- Easily adaptable for architectural styles and context.

### Site Plan

This Prototype demonstrates how a two-story ADU can be constructed to limit the impact on the yard while maintaining a low profile. The ADU can be oriented towards views, private yards, away from neighbors or to shape a shared space. The siting of the ADU will require a 5' side yard setback and a 20' rear yard setback. The rear yard setback can be used as a private space for the ADU tenant.

### Floor Plan

The two-level ADU is organized symmetrically as four quadrants. The stair, bathroom and kitchen are on half the lower level. The other half has dining and living spaces with an open ceiling to the sleeping room above. Storage pantry and linen closet are tucked under the stair.

### Context Issues

The site illustrated is in a cul-de-sac on a private road along the edge of one of Santa Cruz's green belt open space areas. It is located with a view over the existing house and away from the neighbors. However, the flexible plan can be placed in a variety of rear yard and block locations.

### Potential Variations

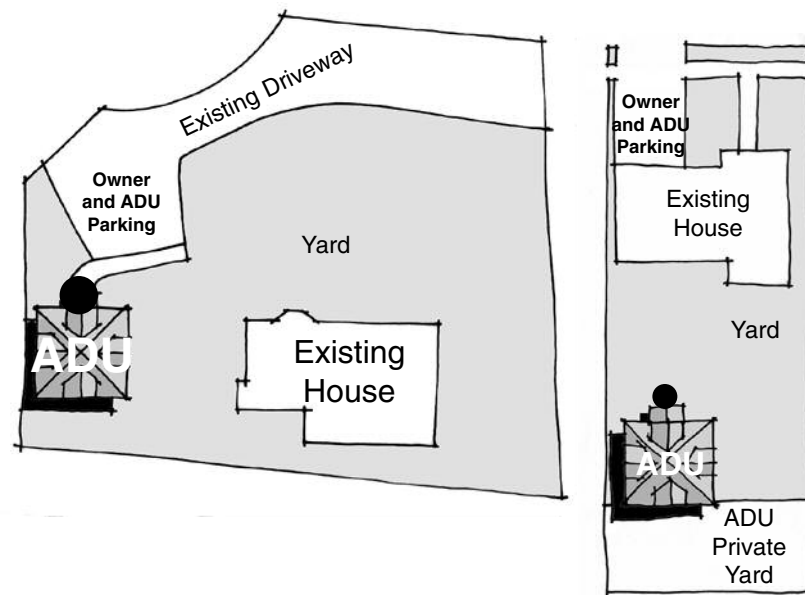
The plan is flexible and can be rotated and flipped to accommodate a variety of privacy, view and utility access situations. Larger porches, window types and roof styles can be added to the basic form of the ADU.

### “Green” Features

The plan provides vertical venting through upper level dormer windows. A smaller footprint reduces the amount of paving and related runoff. As with the other ADUs, it can accommodate a variety of recycled and renewable materials.

### Site Plan

The illustration on the left shows the overall site layout for the prototype. The illustrated site for the ADU is a cul-de-sac location allowing for a secluded setting. The alternative location on the right illustrates a more common rear yard setting where location and orientation are important for privacy considerations.



### Other Options

The 1-1/2 story ADU can be placed in a variety of locations. One consideration will be providing parking elsewhere on the lot. This could happen by expanding the surface parking. In alley locations, parking could be provided adjacent to the ADU. If there is not room to add a parking spot, then consider developing an ADU that incorporates parking under the ADU.

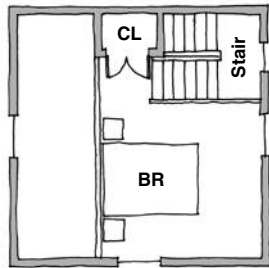
### Rear Yard Option

The 1-1/2 story ADU has a small footprint and can easily fit in back yards. The placement of windows and orientation of the ADU should be carefully considered to protect the privacy of neighbors.

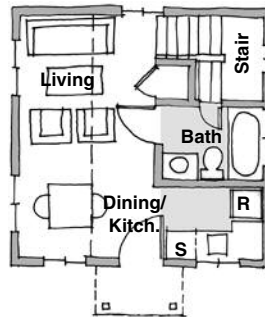
## Floor Plans

*Below:*

The 1-1/2 story ADU floor plans have a footprint smaller than a two-car garage. Only 18'x18' and 17' tall, the ADU provides spatial variety and privacy.

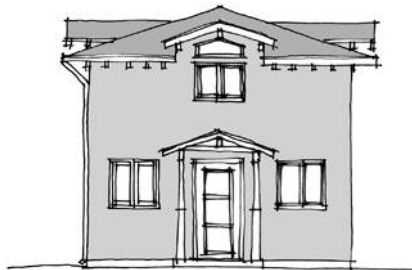


Upper Level • Sleeping

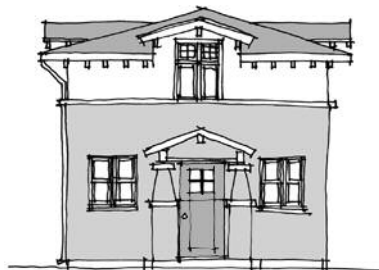


Ground Floor • Living

## Elevations



Traditional Example 1



Traditional Example 2



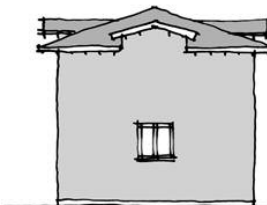
Contemporary Example



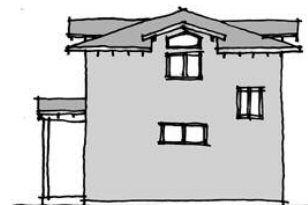
South Elevation



West Elevation



North Elevation

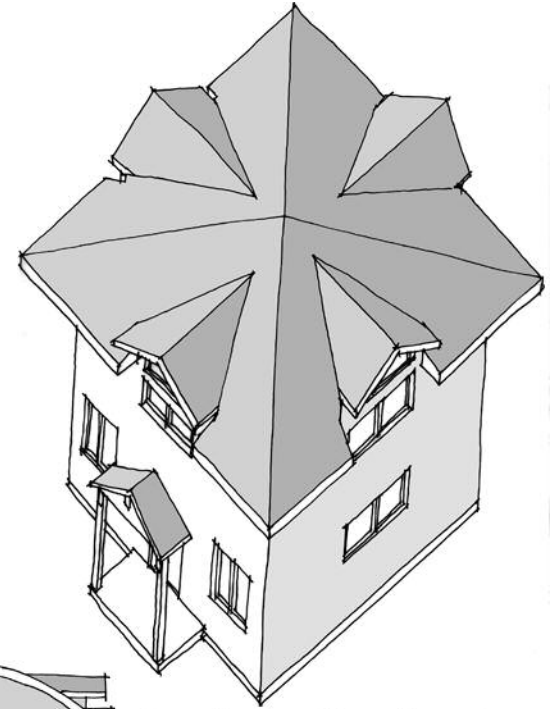


East Elevation

## Massing

*Right:*

This drawing illustrates the shape of the roof and orientation of the ADU. This ADU has expressive dormer windows that add to the visual interest of the building and provide added character to the sleeping room on the second level.



*Left:*

These illustrators show three styles of design. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.

*Left:*

These sketches illustrate all four elevations of the ADU Traditional Example 1. Window placement reflects the need for privacy, sun access and views.

## Prototype: Detached Single Story ADU Facing Alley

### Key Features:

- Open floor plan that visually and physically incorporates outdoor spaces.
- Locates public spaces along alley edge.
- High ceilings and clerestory windows allow for sunlight and ventilation.
- Encourages landscaping design to become a visual part of each room.

### Site Plan

This Prototype is a delightful urban contemporary alley house. It is airy and bright, because the ADU gets the most out of its site. Built five feet from the property line, the ADU presents the public spaces and entry towards the alley. Parking happens adjacent to the ADU with direct access from the alley. The ADU can be designed to orient towards the alley and give the yard to the owner, or be designed to use only part of the yard.

### Floor Plan

The one-level ADU gets the most out of the 28'x24' footprint by incorporating outdoor spaces. A private patio and tree well are enveloped by the plan. The kitchen, dining and living space are brightly sunlit spaces that flow into gardens and patio. The bedroom also orients towards the patio and has private access to the bathroom.

### Context Issues

The site is located in an older neighborhood with a variety of architectural styles but is predominately a single story in character. The alley has the potential to become a secondary residential address as other lots develop ADUs creating a small street of alley houses. The single story height fits into the scale of the neighborhood and the alley orientation keeps the pattern of backyards in the block open and landscaped.

### Potential Variations

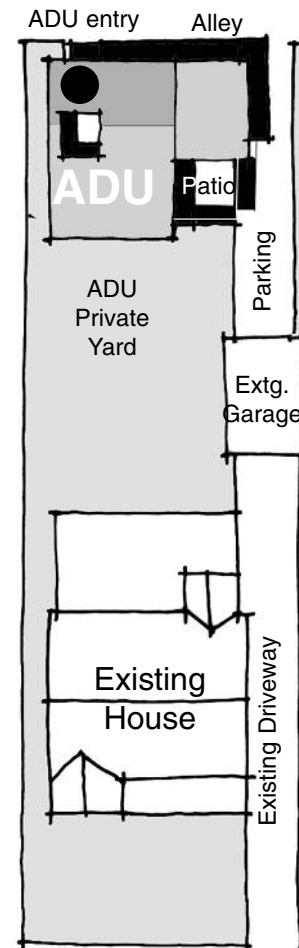
The plan is flexible and can be rotated and flipped to accommodate a variety of privacy, view and utility access situations. The ADU can accommodate alternative parking locations. Parking could be located in an existing or new garage or in the front park of the lot. The ADU could be adapted for rear yard locations.

### “Green” Features

The plan provides for natural ventilation through clerestory windows and excellent sun lighting. As with the other ADUs, it can accommodate a variety of recycled and renewable materials.

### Site Plan

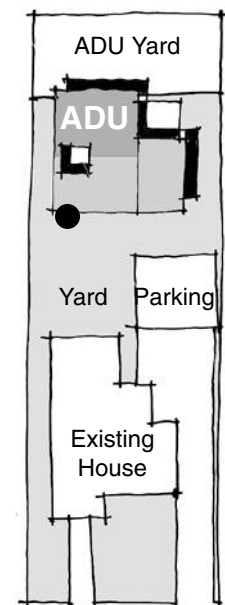
These illustrations show the overall site layout for the Prototype. The plan on the left shows the ADU with alley access and existing driveway and parking. On the right are variations to the site plan.



The ADU is adaptable to various site conditions. Below is an example of how parking can be accommodated from the alley to a garage. The ADU could also be adapted for a rear yard location where a 5' side yard and 20' rear yard setback are maintained.

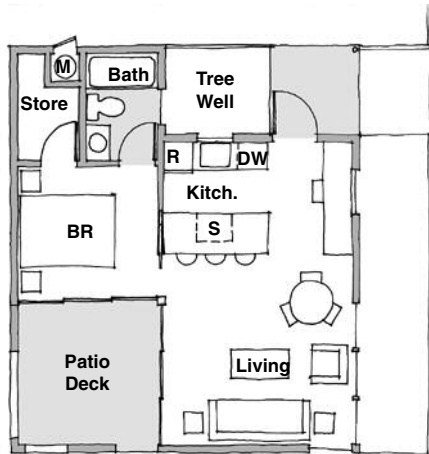


Alley Parking Access Option



Rear Yard Option

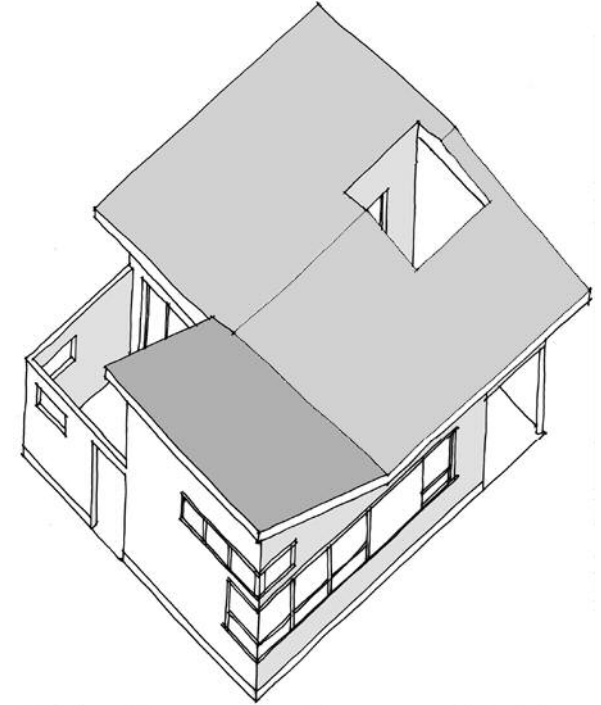
## Floor Plan



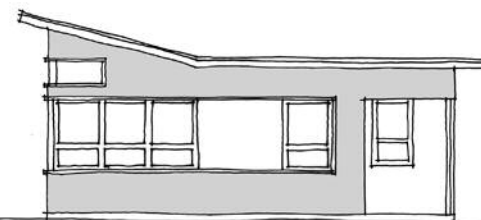
*Left:*  
The plan for this ADU balances public and private places with alley orientation and enclosed outdoor spaces. The plan allows for visual and physical connections of the rooms. The design offers privacy for adjacent neighbors and a social orientation towards the alley.

## Massing

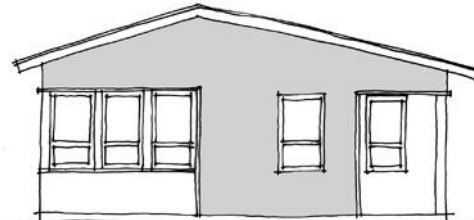
*Right:*  
This drawing illustrates the shape of the roof and orientation of the ADU. You can see how outdoor rooms around the patio and tree well spaces are an integral part of the ADU floor plan.



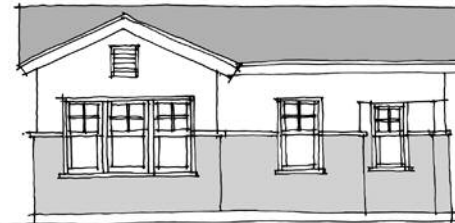
## Elevations



**Contemporary Example 1**

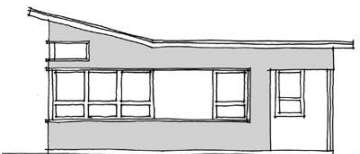


**Contemporary Example 2**

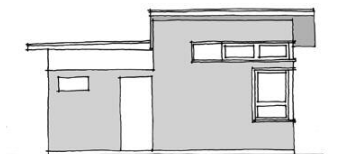


**Traditional Example**

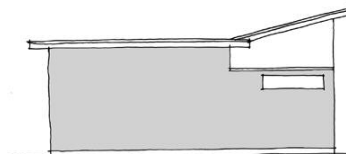
*Left:*  
These illustrations show three styles of design. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.



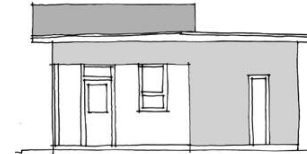
**East Elevation**



**South Elevation**



**West Elevation**



**North Elevation**

*Left:*  
These sketches illustrate all four elevations of the ADU Contemporary Example 1. Window placement reflects the need for privacy, sun access and views.

## Prototype: Detached Single Story ADU—Alternative Materials and Techniques

### Key Features:

- Meshes technology with a simple plan.
- Oriented around a private patio space.
- Dining and living room spaces have large operable doors that expand the rooms to the outdoors.
- Provides for a technological kit of parts that can improve the ADUs energy and environmental performance.
- The plan can be rotated to accommodate utility connections or different methods of alley access and yard patterns.

### Site Plan

This Prototype demonstrates an innovative use for a building panel system to create a small alley house. The ADU is set back the depth of a parking space and provides a small front yard facing the alley. A walkway passes along the edge of the yard and enters into a private courtyard. Operable window-walls surround the courtyard. This allows the unit to spill into the courtyard space.

### Floor Plan

The one bedroom plan orients the dining and living spaces towards the courtyard with large operable windows that expand the visual space of these rooms to the outdoors. The bedroom also provides visual connection to the courtyard. Translucent panels allow light into the kitchen and bathroom but maintain privacy.

### Context Issues

The site illustrated is a traditional alley block with a variety of architectural styles. The ADU has an efficient footprint. The ADU, courtyard and parking cover only about 950 SF of the site making it a good low-impact neighbor. The panel system can deliver a fun and edgy building but may look out of place in traditional historic neighborhoods.

### Potential Variations

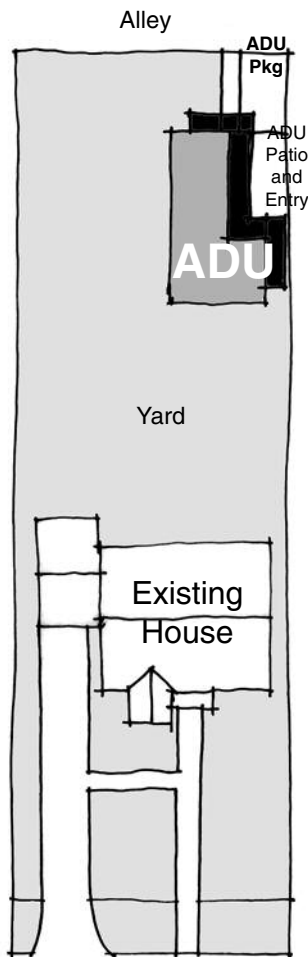
The construction technology is a commercial-grade system adapted for residential use. The non-structural panels come in a variety of sizes and colors. Translucent and transparent panels can be integrated into the design. Hung from a structural steel frame, the panels deliver high insulation values. The modular nature allows countless plan configurations. The plan as illustrated can be flipped and rotated creating different yard and spatial patterns.

### “Green” Features

The plan also demonstrates a high level of attention to energy efficiency and integration of green finish materials. The design can be adapted to include a sod roof, water garden using gray water, and solar panels. The daylighting on the ADU is another outstanding feature.

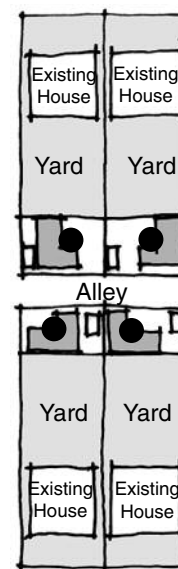
### Site Plan

The illustration on the left shows the ADU site plan. Located along an alley, the ADU uses a small corner of the lot allowing the owner to maintain use of the rear yard. The ADU has a five foot side yard setback. The ADU can be rotated and oriented in various ways as shown on the right.



### Other Siting Options

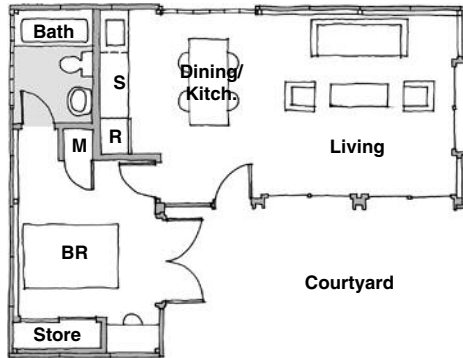
The ADU has a small footprint and can easily fit along alleys. It can be rotated and flipped to provide variety of public and private spaces and parking access. In some layouts, the courtyard space is accessed directly from the alley. In other site layouts, you would be walking through gardens and rear yards to access the courtyards.



In each case, the ADU has considered the impact it will have on the social and spatial quality of the alley.



## Floor Plan



*Left:*  
The plan of the ADU delivers a tall space and rooms that connect to the outdoors. Translucent panels provide light and privacy for the bathroom and kitchen.

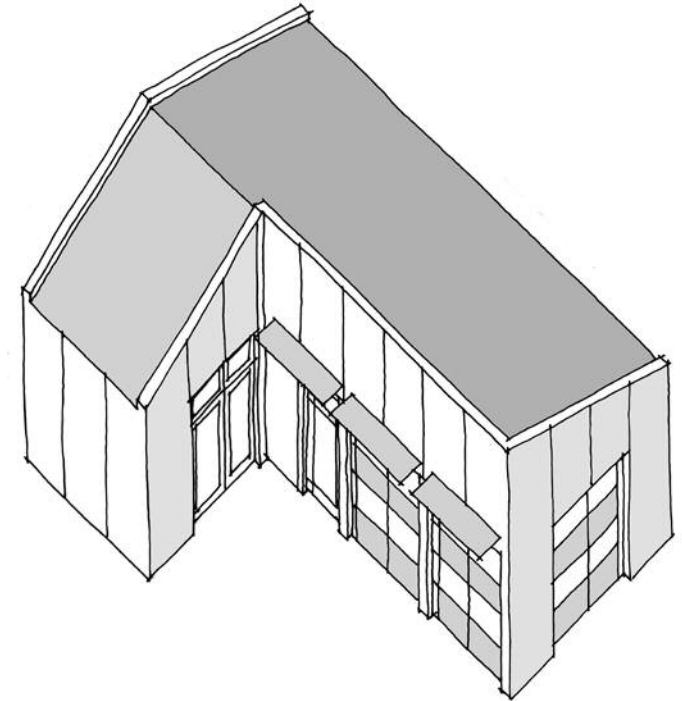
The windows and doors can be selected to reflect the esthetic and functional requirements of the owner and ADU resident.

## Massing

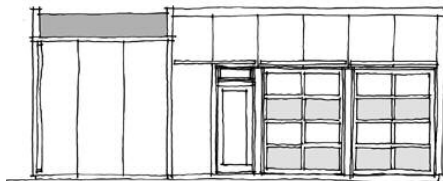
*Right:*  
This drawing illustrates the shape of the ADU.

The building wraps around a private courtyard. Walls open to outdoors.

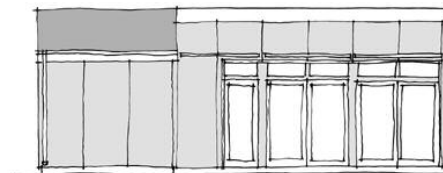
The roof can be modified to meet the performance criteria for the owner and occupant. It could include a sod roof, composite materials or membrane roofing.



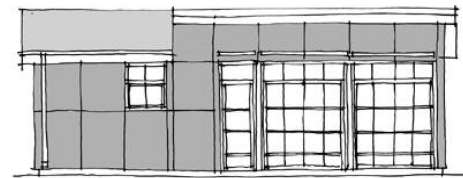
## Elevations



Light tint panels and sod roof

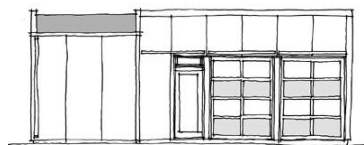


Medium tint panels and composite roof

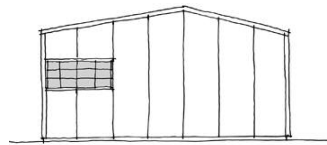


Dark tint panels and roof overhang

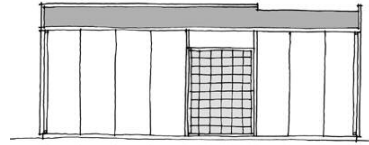
*Left:*  
These illustrations show three ways to use wall panels, windows and roof systems.



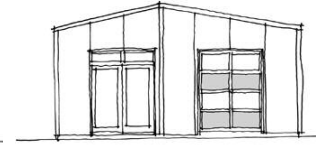
South Elevation



West Elevation



North Elevation



East Elevation

*Left:*  
These sketches illustrate all four elevations of the ADU with light tint panels and sod roof. Window placement reflects the need for privacy, sun access and views.

## Prototype: Single Story Alternative Construction Method

### Key Features:

- Uses composite panel system that is fast to assemble.
- Provides generous sitting porch.
- Dining, bed and living rooms flow together.
- The plan can be rotated to accommodate utility connections or different methods access and yard patterns.

### Site Plan

The ADU is designed to be located in a rear yard. The porch design encourages a social orientation of the ADU towards a shared yard or alley. Raised up about 12", the porch creates a private space that is reached by steps and ramp. The porch elevation is also best suited for southern exposure.

### Floor Plan

This prototype uses a four-foot grid as a basic organizational element. The panel system provides discipline to the plan making room proportions and window placement rational. The bedroom has a rolling door that opens it into the living and dining area. Windows paired in the corners provide views out, but away from neighbors.

### Context Issues

The site illustrated is in a traditional single-family neighborhood with a variety of traditional and post war houses. The block has evolved to include secondary structures that fill in the rear yards. Most yards have six-foot tall privacy fences. A single story ADU fits the 1 and 1-1/2 story neighborhood.

### Potential Variations

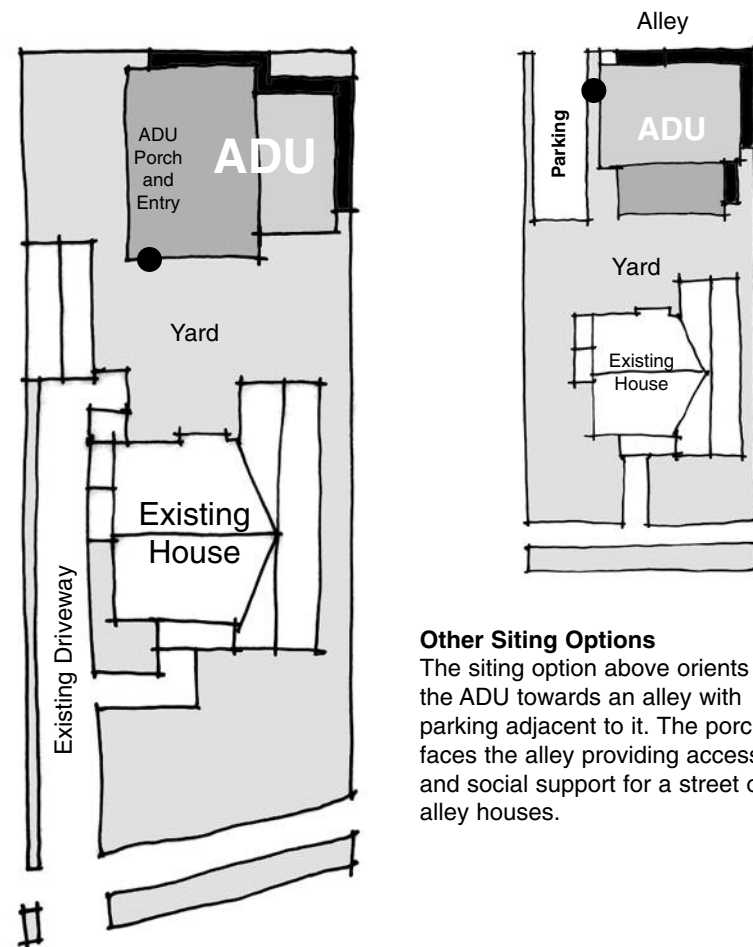
The construction technology reflects the emerging interest in prefabricated construction—trading off factory prices and quality for faster and less labor-intensive erection. The composite panels can be designed to incorporate a variety of performance and design features. The planning grid provides opportunities to develop layouts that are efficient and responsive to your site and program. Different roofing, door and window systems can be incorporated into the design.

### “Green” Features

The plan demonstrates a high level of attention to energy efficiency and integration of green finish materials. The design can be adapted to include solar panels.

### Site Plan

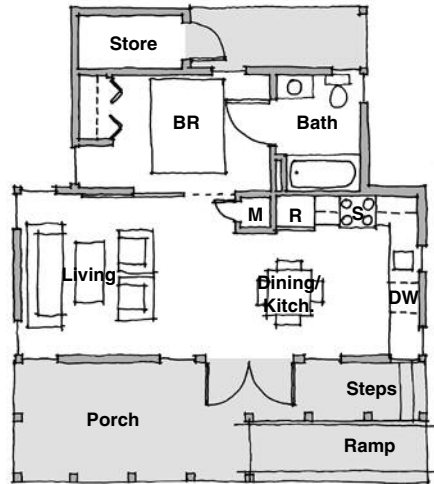
The plan for the site orients the ADU towards the shared rear and the south. Parking is accommodated in the existing driveway and carport.



### Other Siting Options

The siting option above orients the ADU towards an alley with parking adjacent to it. The porch faces the alley providing access and social support for a street of alley houses.

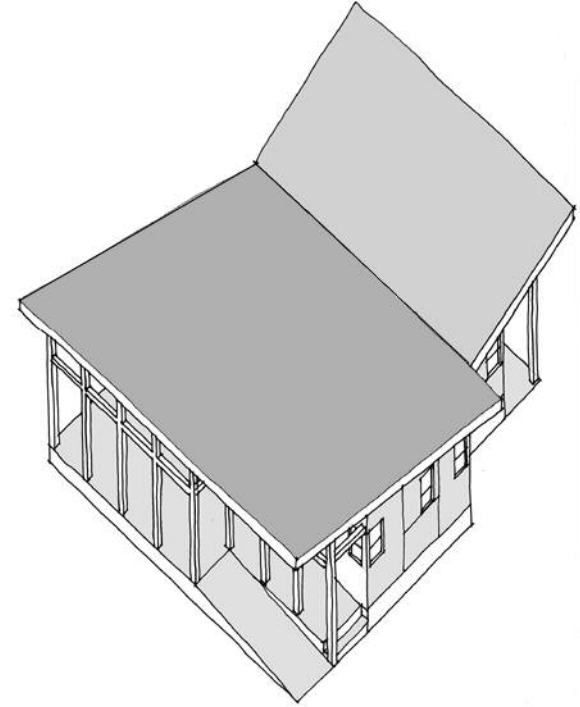
## Floor Plan



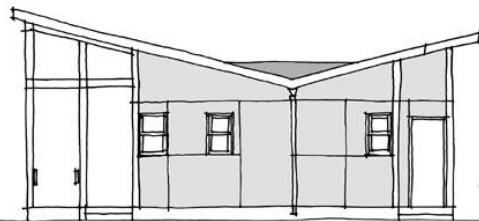
*Left:*  
The floor plan provides easy visual and spatial flow between rooms. Corner windows provide views out but protects the privacy of neighbors and ADU occupants. The porch provides a semi-private space with a social purpose.

## Massing

*Right:*  
This drawing illustrates the shape of the roof and orientation of the ADU. The porch and column system adds visual interest to the front of the ADU. The illustration shows a fanciful "butterfly" roof form.



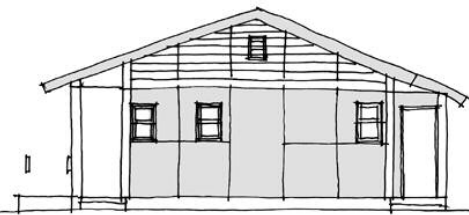
## Elevations



**Butterfly roof**

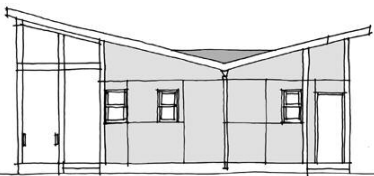


**North-south gable roof**



**East-west gable roof**

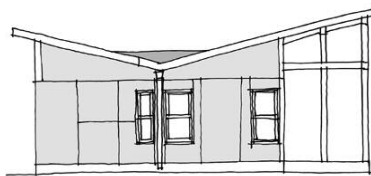
*Left:*  
These illustrations show three approaches using different types of roof forms. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.



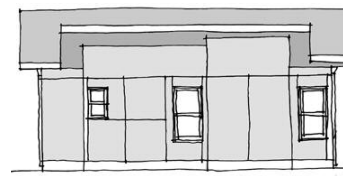
**East Elevation**



**South Elevation**



**West Elevation**



**North Elevation**

*Left:*  
These sketches illustrate all four elevations of the ADU with a Butterfly Roof. Window placement reflects the need for privacy, sun access and views.

## Prototype Garage Conversion–Attached ADU in Front Yard

### Site

This site includes an attached garage oriented towards a side yard. The house entry is back from the street and features a garden path approach. It is an unusual plan but provides an interesting opportunity to provide an ADU garage conversion that has its own street frontage.

The house is a simple 1970's Ranch with a gable roof and board and batten siding.

### ADU Orientation

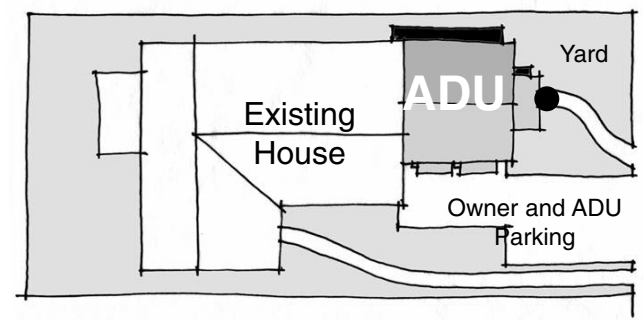
The ADU is oriented towards the street with its own front yard and porch.

Architectural interest is added to the sides of the garage with panels, window and awnings with an emphasis on privacy. The side yard is shallow and drive way is used for parking.

### Parking

The driveway is converted into three parking spaces. One compact space is parked in tandem.

### Site Plan



## Prototype Garage Conversion–Detached Side Yard ADU on Corner Lot

### Site

This corner site includes a detached garage oriented towards a side yard. The garage has a 5' side yard and 20' rear yard.

The house is a 1920's cottage with simple details, a wainscot of plaster, and multi-light windows.

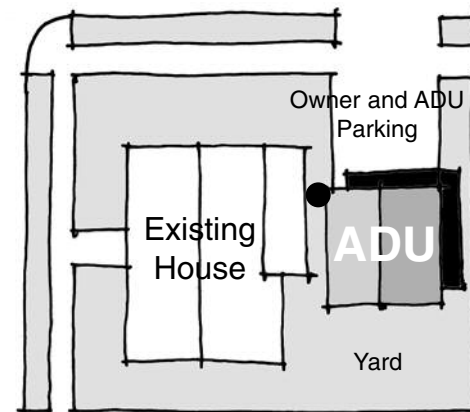
### ADU Orientation

The ADU has a side porch with a covered entry. The driveway edge has a planting strip and the unit opens out on to a private back patio. The bathroom and sleeping areas are at the back of the ADU.

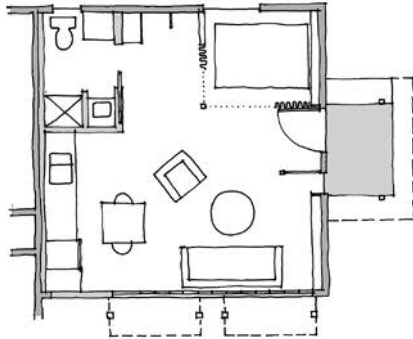
### Parking

The driveway is widened and converted into three parking spaces. The driveway is rebuilt with brick pavers to provide a patio-type esthetic.

### Site Plan



## Floor Plan



### Plan

The floor plan maintains an open and flexible layout with a sleeping space divided by curtains. The kitchen and living area are lined with shelves.

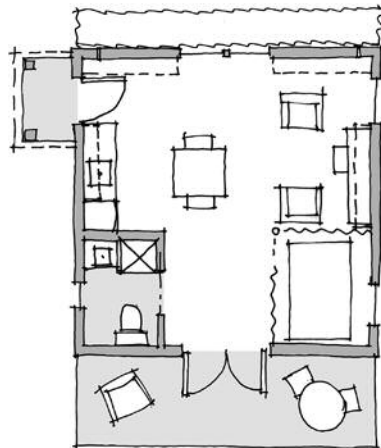
## Elevations



### Elevations

The plain Ranch house is used as a canvas for an industrial and modern inset of windows, doors and panels. The south elevation (top) has clerestory windows and canopies for outdoor storage. The east elevation (bottom) has the entry porch with a metal canopy and bench.

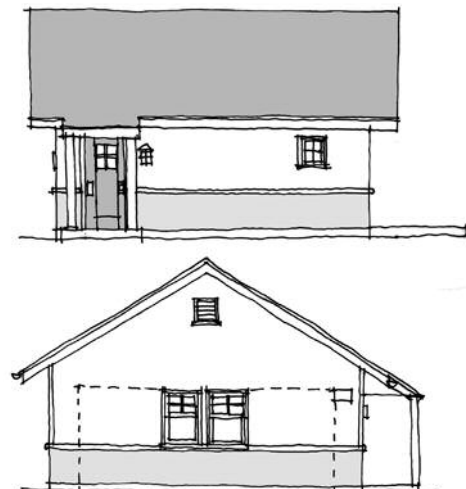
## Floor Plan



### Plan

The floor plan features a small side entry stoop and a private patio. The layout is open and flexible with a sleeping space divided by curtains. There is a desk built into the east wall. The kitchen and living area are lined with shelves.

## Elevations



### Elevations

The simple cottage details are maintained in the ADU conversion. The stucco siding is repaired and windows are added that match the house. The west elevation (top) has a small covered entry porch. The north elevation (bottom) was the former garage door and has filled in and has a pair of double hung windows.

## Prototype Garage Conversion–Detached Rear Yard ADU

### Site

This site includes a detached garage at the rear of the lot. The garage has a long driveway and an ample parking apron. The garage is set back 5' from the property line and has a 20' rear yard.

The house is a 1920's cottage with a hip roof. The garage has a pyramidal roof form.

### ADU Orientation

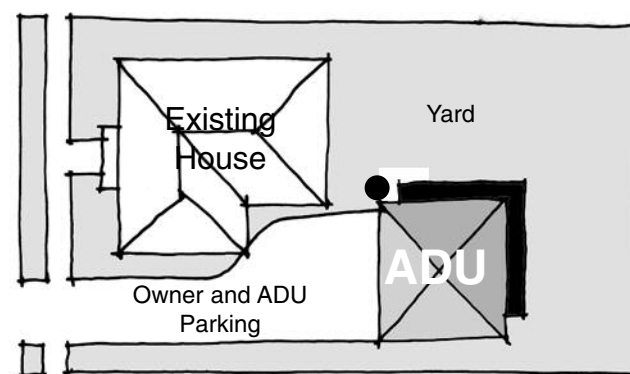
The ADU has a side porch with a covered entry. The driveway edge has a planting strip and the unit opens out onto a covered private back patio. The

bathroom and sleeping areas are at the back of the ADU.

### Parking

The driveway is long enough to provide three parking spaces. The driveway is rebuilt with brick pavers in front of the ADU to provide a patio-type esthetic.

### Site Plan



## Prototype Garage Conversion–Attached ADU

### Site

This site includes an attached garage facing the street. The garage has a 20' wide driveway and an ample parking apron. The garage is set back 5' from the property line and has more than a 20' rear yard.

The house is a 1970's Ranch with a gable roof. The house has board and batten siding with a brick wainscot. The garage and ADU will receive new energy efficient and similar siding treatment.

### ADU Orientation

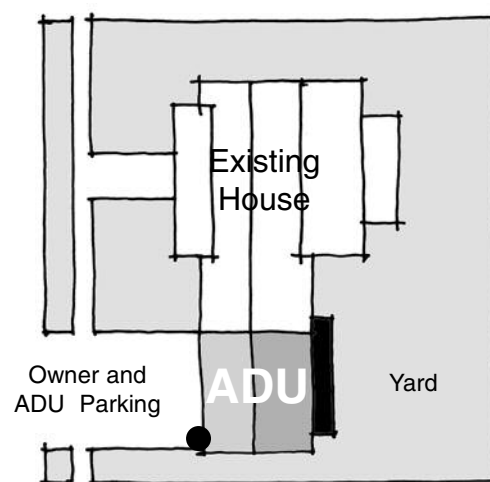
The ADU has a side porch entry. The driveway edge has a planting strip and

the unit opens out on to a covered private back patio. The bathroom and sleeping areas are at the back of the ADU.

### Parking

The driveway is widened to provide three parking spaces. The driveway is rebuilt with brick pavers in front of the ADU to provide a patio-type esthetic.

### Site Plan



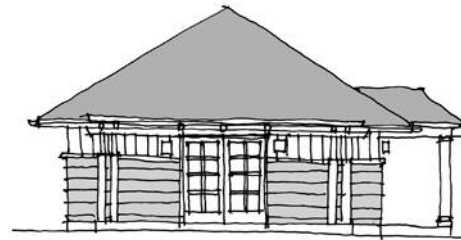
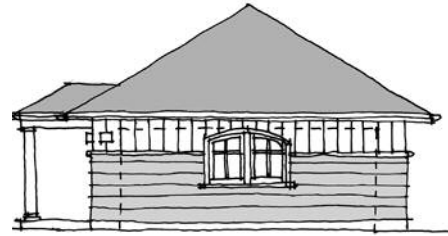
## Floor Plan



### Plan

The floor plan features a small side covered entry stoop and a private patio with a trellis. The layout is open and flexible with a sleeping space divided by curtains. There is a "U" shaped office area. The kitchen and living area are lined with shelves.

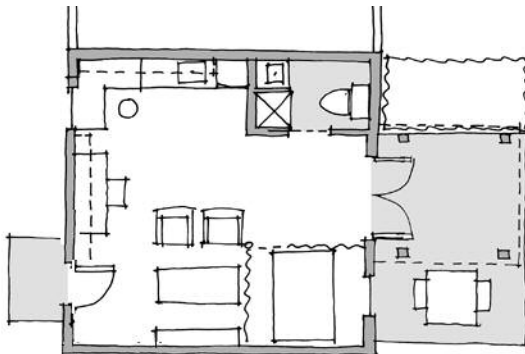
## Elevations



### Elevations

The 1920's cottage is used as a reference for the ADU conversion. The west elevation (top) has a pair of custom windows that match the living room on the house. The east elevation (bottom) has a trellis over the sitting area.

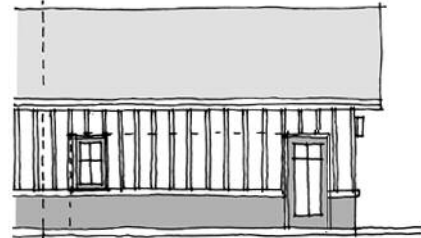
## Floor Plan



### Plan

The floor plan features a small side entry stoop and a private patio. The layout is open and flexible with a sleeping space divided by curtains. There is a desk built into the west wall. The kitchen and living area are lined with shelves.

## Elevations



### Elevations

The Ranch house board and batten and brick wainscot siding are replicated to fill in the garage door. The west elevation (top) has a pair of windows facing the driveway. The east elevation (bottom) has a covered sitting porch and patio.

## Prototype Garage Conversion–Attached Rear Yard ADU

### Site

This site includes an attached garage at the rear of the house. There is a 12' wide drive and a 20' wide parking apron. The garage is set back 5' from the property line and has more than a 20' rear yard.

The house is a 1950's vernacular beach house with a gable roof. The garage was added in the 1960's. The house and garage have stucco siding and aluminum windows.

### ADU Orientation

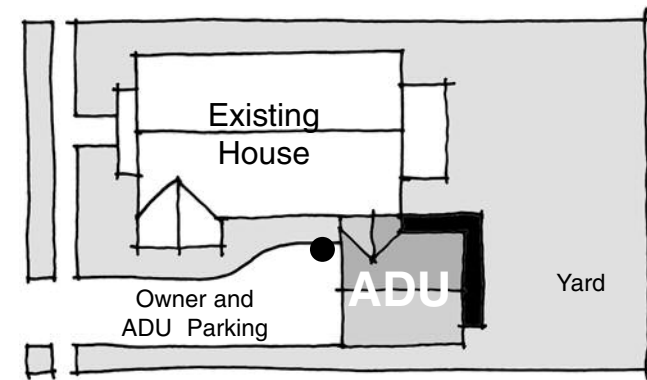
The ADU has a small front porch entry. The driveway edge has a planting strip

and the unit opens out on to a covered private back patio. The bathroom and sleeping areas are at the back of the ADU.

### Parking

The driveway is wide and long enough to provide three parking spaces. The driveway edges are landscaped with shrubs to screen the cars.

### Site Plan



## Prototype Garage Conversion–Alley ADU

### Site

This site includes a detached garage at the rear of the lot facing an alley. The garage is set back 5' from the property line and 5' from the alley.

The house is a 1950's vernacular house with a gable roof. The garage was added in the 1960's. The house and garage have stucco siding and aluminum windows.

### ADU Orientation

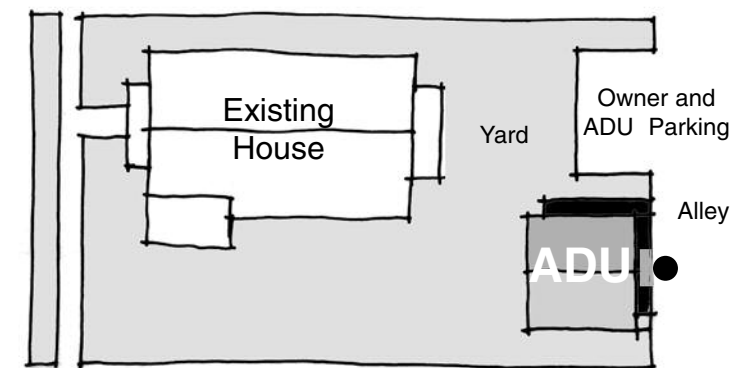
The ADU opens towards the alley. There is a 5' deep garden along the alley and a covered porch. The bath-

room and sleeping areas are at the back of the ADU.

### Parking

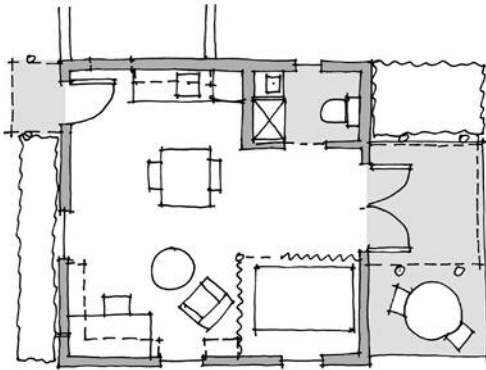
Parking for the ADU and owner is provided along the edge of the alley. Three spaces are provided. The parking and alley edges are landscaped with shrubs to screen the cars.

### Site Plan





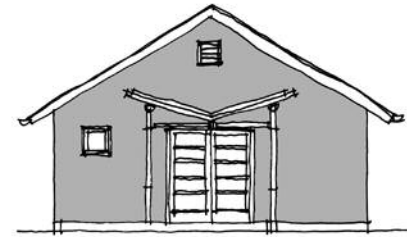
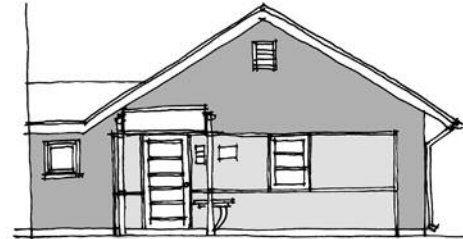
## Floor Plan



### Plan

The floor plan features a front entry stoop facing the driveway and a private patio at the rear. The layout is open and flexible with a sleeping space divided by curtains. There is a desk built into the south wall. The kitchen and living area are lined with shelves.

## Elevations



### Elevations

The 1950's house is used as a plain frame for a modern architectural insert. The west elevation (top) has a perforated metal canopy, stucco panels with painted metal windows and door. The east elevation (bottom) has a metal and corrugated steel trellis over the sitting area.

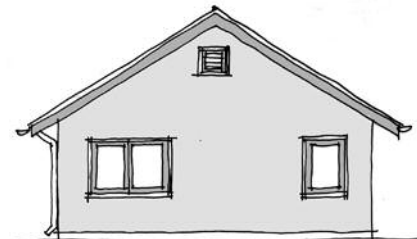
## Floor Plan



### Plan

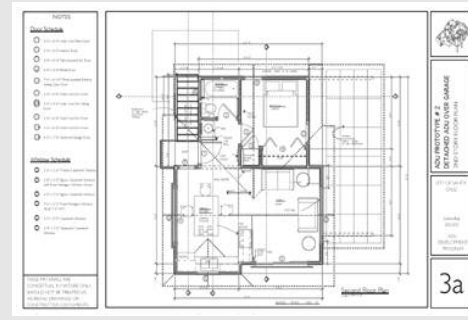
The ADU floor features a front entry facing the alley. The layout is open and flexible with a sleeping space divided by curtains. There is a desk built into the south wall. The kitchen and living area are lined with shelves.

## Elevations



### Elevations

The 1950's stucco garage is dressed up with a simple window and door system that is brightly painted. The east elevation (top) has a pair of doors facing the alley with a metal canopy. The west elevation (bottom) has simple window frames.



## Section Three: Being a Project Manager

As the owner-builder of an ADU, you will need to navigate the development process. This section walks you through how to get a planning and building permit, provides some observations about building your ADU, and offers suggestions on how to rent your ADU.

### The ADU Planning and Building Permit Process

Thanks to a new State law (AB 1866) passed in 2002, the ADU review process is simpler and shorter. In addition, the City of Santa Cruz is encouraging ADU development as a way to provide greatly needed additional housing, and has revised its ADU regulations to reflect this. This section outlines how to get planning and building permits for an ADU, and also discusses how to obtain a technical

assistance grant from the City which will help defray part of the cost of hiring a design or construction professional.

#### **First Stop, the City Planning Counter**

After you have thought about what type of ADU you might want to build, it is time to head to City Hall. The Planning Counter is located in downtown Santa Cruz in the two-story annex building behind City Hall at 809 Center Street, Room #206. Counter hours are from 8 to 5, Monday through Thursday, and

from 8 to noon on Friday. You do not need an appointment. Just look for the “Zoning” sign, and a Planner will be there to help you. If you need to call the Planning Department, the phone number is (831)-420-5100.

For your first visit, bring a rough sketch showing your property, the location and outline of all structures, and where you would like to build the ADU on your lot. To do this, you will need to measure the distances from the property lines to

### **ADU Building Codes**

**Construction of an ADU within the City of Santa Cruz is governed by the following building codes:**

**2001 CA Building, Plumbing, Mechanical and Electrical Codes as adopted by Title 18 of the Santa Cruz Municipal Code.**

**Title 19 of the Santa Cruz Municipal Code - residential fire sprinklers installation requirements**

**CA State Title 24 - energy conservation requirements.**

each structure as well as the distances between the structures. (This is easy to do with a tape measure and a sheet of graph paper.) It is also helpful to bring pictures of your lot and your main house. If you are going to use one of the City's ADU Prototypes, it would be good to bring a copy of that set of plans as well.

The purpose of this first visit is to find out information about your site that will help determine how you develop your ADU. The development of ADUs in Santa Cruz is governed by Chapter 24.16 Part 2 of the City's Zoning Ordinance. These regulations determine how large your ADU can be, where it can be located on your lot, what design and development standards will apply etc. A copy of these rules is located in the Appendix, but since they are revised from time-to-time, you should always be sure to check with the Planning Counter for the most recent version.

When you first discuss your ideas and plans for an ADU on your property with the Planner on duty, he or

she will be looking for "red flags" or things which may be in conflict with the ADU zoning regulations.

At the end of the first meeting, you should know what limitations your site has as well as understand what your range of options might be. At this point, you will also know if you will need to do an archeological report, if you are in an environmentally sensitive area that requires special setbacks, how to orient your ADU entrance, and what off-street parking will be required.

### **Administrative Use Permit**

If the Planner tells you that you will need an Administrative Use Permit, you will have to prepare a formal submittal to the Planning Department that includes the site plan, floor plan, and elevations of your proposed ADU. Administrative Use Permits are required for any two-story ADU located in the backyard setback or any ADU that does not comply with the development standards that are applicable to your lot.

Administrative Use Permits require a public hearing before the City's Zoning Administrator. This is a meeting at which the potential impacts generated by your proposed ADU (privacy, noise, solar access, parking, etc.) will be reviewed by the Zoning Administrator. The public hearing also provides an opportunity for your neighbors to comment on your ADU plans.

Remember that your Planner is a great resource. Take advantage of their knowledge and experience. If you are having difficulty deciding what plan might be best for you, they can help you with that as well.

### **Back to the Drawing Board**

The next step is to refine your ADU concept to be sure that it meets all of the City's requirements as well as your own needs. By now you should have a fairly clear picture of what you can build within the physical constraints of your property and the requirements of the zoning code. If you are going to work with a designer, architect or contractor and have not already brought them on board, now is the time to do so.

When using an ADU Prototype design you may continue on your own with much less assistance from the professionals. Of course you will need to provide your own site plan. The ADU Prototype floor plans and the elevations are essentially ready for submittal, although in some cases, exterior material and rooflines will need to be modified to comply with the zoning code requirement that your ADU be compatible with your main house.

Each ADU Prototype provides a number of variations from which to choose. Depending on your choices, you may be able to make the modifications by writing simple notes on the ADU Prototype plan set.

During this design phase, you may want to talk to a Planner again. If you have questions, you can return to the Planning Counter as many times as you need. The Planners are there to help you.

### **Next Stop, the City Building Counter**

After you have developed your preliminary plans, or if required, have your Administrative Use Permit, it is time to head for the City Building

Counter. To do this, return to the Planning Department and look for the sign that says “Building”. Once there, a Building Plan Checker will greet you. Like the Planning staff, they are there to assist you through the permit process and can be a great asset for you.

The purpose of your first trip to the Building Counter should be similar to that of your first visit to the Planning Counter – to gather information about how and what you can or cannot build on your property. For this, you will need to bring your preliminary plans which, at a minimum, includes the dimensioned site plan.

If you have developed a floor plan and elevations, bring those as well and you will have that much more information to share with the Plan Checker. And, if you are using an ADU Prototype, be sure to bring a copy for making notes about possible modifications. It is also helpful to bring the same site photos that you did for your first Planning Counter visit.

### **Fire Sprinklers and Fire Safety**

The City requires a fire sprinkler system for all ADUs. Under current regulations, you can design and install the system yourself if you have the skills. Advice is available from the Fire Department, or you can hire a C-16 Fire Protection Contractor to do this. In any case, a fire sprinkler plan must be submitted to the Fire Department for review and approval. The Fire Department will also conduct required in-progress and final inspections of the fire sprinkler work.

Fire sprinkler systems will sometimes require the installation of new water service and meter to the ADU. In some cases, depending on capacity and flow rates, the existing water service to the main house on your property can be used. If your home is in an older neighborhood, this may not be possible. The Fire Department will be able to tell you if your existing water service is adequate for the new fire sprinkler system.

Smoke detectors are also required in ADUs. One smoke detector that operates on electrical power (“hard-wired”) from the main electrical service is required in each sleeping room and on each level of your ADU. These detectors must also have a 12-volt battery back-up in case the power goes out and a fire occurs before it is restored.

Sleeping rooms must have at least one exterior opening to allow you to escape in case of a fire, as well as to admit rescuers to enter the room. These openings must be a minimum of 5.7 SF in size, and be at least 20” wide by 24” high. The finished window sill height may be no more than 44” high.

And, so that the Police or Fire Department can locate your ADU in case of an emergency, you must have the ADU’s address placed on the building in such a manner that it is clearly visible and legible from the street. If your ADU is located behind the main house in the backyard, and can’t be seen from the street, you might have to install a post or other type of marker in the front yard with the ADU address on it. The Fire Department can tell you the best location for ADU address.

Check with the Fire Department for more fire prevention and safety information and tips.



*The City will require appropriate fire safety design for new ADU development. Appropriate water pressure, smoke detectors and sprinklers will be required for your project.*

The Plan Checker will go over submittal requirements for a Building Permit as well as advise you about any special requirements regarding soils or slopes. You will also be told to contact other City Departments such as Fire, Water, and Public Works. Staff in those departments will let you know of any additional special requirements related to your ADU.

The Plan Checker will also advise you as to what other types of professional services you may require, such as an electrical contractor, structural engineer or architect. However, be aware that the City cannot recommend a particular firm or individual, so you might want to ask around to see if your friends or co-workers can give you names. Or, check with the Builders Exchange or even the telephone yellow pages.

### **Back to the Drawing Board Again**

After leaving the Building Counter, you should have a checklist of required plans and permits and a list of contacts in other Departments. Your task now is to complete this

checklist and set up necessary meetings with other City departments to gather additional information. As with Planning, you are welcome to return to the Building Counter at anytime during this plan development process. In order to apply for a building permit, you will need drawings listed on page 41.

Structural engineering calculations will also be required for any ADU using non-traditional building techniques or materials. Depending on your particular site, you may also need other information on the plans. The Plan Checker will advise you. For a more complete list of plan check requirements, please see the Appendix.

If you are using an ADU Prototype, most of required information has already been included on the plans. However as previously noted, you will need a plan for your specific site, you will need to adjust other sheets in the ADU Prototype plan set to reflect any changes you have made to the prototype, and you will also need to complete an Energy Conservation Plan. This last task

was not done for the Prototypes, since an Energy Conservation Plan depends on the orientation of an ADU as well as other factors.

### **Submitting Your Plans for a Building Permit**


Once your plans are complete, you will return to the Building Counter. Typically, plans are submitted on 24"x36" paper, but 11"x17" paper is being allowed for submittals using the ADU Prototypes. If the Plan Checker has indicated that the City will review your plans internally, then only 7 sets are required. ADU prototypes and ADUs using conventional construction are usually reviewed internally by the City. If your ADU uses non-conventional construction, then you will need 9 sets and your plans will be sent to an outside plan check consultant for review.

At the Building Counter, you will be asked to fill out a Building Permit application. The Plan Checker will determine the value of your structure based on square footage and collect some of your fees, including Planning, Building,

and Energy Plan Check Fees. If you are using an ADU Prototype, your Building Plan Check fee will be reduced up to 50%, depending on how close your final plan is to the Prototype. For a list of 2003 ADU fees, see page 58 of the Appendix.

The City's Technical Assistance Grant Program provides up to \$100 on a reimbursable basis for a professional consultation from a licensed architect, engineer, or electrician. If you wish to receive this grant, you will need to bring in a paid invoice from your consultant, fill out a form and submit it with your building permit application. The \$100 will be deducted from your building permit fees.

Plan check takes about 10-15 working days. During this time, in addition to reviewing your submittal, Planning and Building staff will be visiting your site to verify conditions and to make sure your plan will be compatible in your neighborhood. When this review is complete, you will be contacted by your Plan Checker.



City of Santa Cruz  
Inspection Services  
Dept. of Planning and Community  
Development  
809 Center Street, Room 206  
Santa Cruz, CA 95060  
(831) 420-5120

**BUILDING PERMIT  
APPLICATION**

**SAMPLE**

No. \_\_\_\_\_

Date:	Assessor's Parcel No.:	Project Address:	
-------	------------------------	------------------	--

Owner:	Address:	City/Zip:	Phone:
Tenant:	Address:	City/Zip:	Phone:
Contractor:	Address:	City/Zip:	Phone:
Bus. Lic. No.:	Work. Comp.:	Lic. No.:	
Architect/Engineer/Draftsman:	Address:	City/Zip:	Phone:
License No.:			

**Project Description:**


**Nature of Work:**

	Residential	Non-Residential
New Construction		
Alteration/Repair		
Addition		
Other		

DO NOT WRITE BELOW THIS LINE — STAFF USE ONLY

Plan Permit #: \_\_\_\_\_

Flood Plain: ☐ yes ☐ no

Occup. Group: \_\_\_\_\_ Const. Type: \_\_\_\_\_

Quimby Fees: ☐ yes ☐ no

Park Quadrant: ☐ NW ☐ NE ☐ SW ☐ SE

Date Called: \_\_\_\_\_ Date Card Sent: \_\_\_\_\_

	Estimate	Final Cost/SF	Value
New Htd/sf			
Rmld htd sf			
Non-htd sf			
Decks/sf			
Contractor Bid			
<b>TOTAL VALUATION</b>			

Routing	NO DateSig	Comments	APPROV ED DateSig	Fees	Prepaid	Actual	Refund/Due
PLANNING				Building Plan check			
BUILDING				Planning Plan check			
ENERGY				Public Works Plan check			
PUBLIC WORKS		<input type="checkbox"/> < 50% > <input type="checkbox"/>		Building Permit			
WATER		<input type="checkbox"/> < 50% > <input type="checkbox"/>		Document Handling			
FIRE		<input type="checkbox"/> < 50% > <input type="checkbox"/>		Electrical			
PARKS & REC.				Mechanical			
WATER CONSER.				Energy			
				Plumbing			
				Strong Motion			
				Fire			
				Parks & Rec			
				Water Conservation			
				BIT		\$3.00	
				General Plan Maintenance			
<b>GRAND TOTAL</b>							
<b>TOTAL PERMIT FEE</b>							

For 5 or more new residential units, notify Housing Division.

**NOTES:**

*This is a sample Building Permit Application. The Application will require basic information about the nature of your ADU project. It will be used by various City departments to review the scope of your project and the types of permit fees required.*

## Required Drawings for Building Permit

- Site Plan;
- Floor Plan;
- Foundation Plan;
- Building Elevations;
- Framing Details;
- Plumbing/Electrical/Mechanical Drawings;
- Engineering Details;
- Energy Conservation Plan; and
- Others as requested by Plan Checker.

## **Contractor Agreement**

**Be sure your contract includes:**

**The contractor's name, address, and license number.**

**Approximate dates the work will begin and be substantially completed.**

**Description of the work, materials and equipment to be used or installed, and costs.**

**Schedule of payments (if the contract provides for a down payment, it may not exceed \$1,000 or 10 percent of the contract price.)**

**A description of what constitutes substantial commencement of work.**

**Notices about state lien laws and consequences of failure to start work.**

Please note that other City Departments will be reviewing your plans as well and you will receive written comments from each department. This includes not only Planning and Building, but also Fire, Water, Public Works, and Parks & Recreation.

If you do not receive any comments, this means your plans have passed their review. It is rare that plans are approved by all Departments on the first round. Most likely, you will at least receive a letter regarding necessary changes or a marked up copy of your plans from the Building Plan Checker in addition to some comments from other Departments.

When you have completed all of the required changes, you will re-submit 3 sets of revised plans. This second plan check takes about five days. When this review is successfully completed, you will be notified by your Plan Checker to pick up your Building Permit. At this time, you will also be assessed any additional fees. Typically, total fees for a 500 SF ADU that does not

require an Administrative Use Permit will be about \$7,000.

## **Building your ADU**

Unless you are a contractor, architect or developer, you may not have gone through the process of building a house. As the owner, you will likely be working with a general contractor. This section provides a summary of how to select a contractor, what to include in your construction contract, and what happens during the inspection phase.

## **Choosing a Contractor**

For your ADU project you will want to hire a licensed and insured general building contractor. One of the best ways to select a licensed contractor is to get recommendations from friends who have had success in hiring a good contractor for their own projects.

You should ask two or three contractors to bid on your ADU. All bids should be based on the same set of plans and specifications. Contractors should bid on the same materials, appliances, carpeting, windows etc., and bids should also

include the contractor's profit and overhead and liability insurance.

Discuss the bids in detail with each contractor, and make sure you understand the reasons for any variations in price between one bid and the others. Watch out for any bid that is substantially lower than the others. A low bid may indicate that the contractor has made a mistake or is not including all the work.

Make sure to ask the contractor for their business address and telephone number, and verify them. A contractor who operates out of the back of a pickup truck with a cellular telephone may be difficult to find to complete a job or fix something that has gone wrong after the last bill is paid.

Ask the contractor for local references, and call them to see if they were satisfied with the contractor's work. If possible, go out and look at finished projects.

In addition to talking with other customers, you may want to obtain references from material suppliers,

subcontractors, and financial institutions to determine whether the contractor is financially responsible. For work over \$500, a valid California Contractor's License is required. Ask to see the contractor's license and some additional form of identification. The name on the license should be the same as the name of the contractor or business name under which the contractor is working. Call the Contractors State License Board's toll-free number, (800)-321-2752, to verify the information.

Ask the contractor if the company is insured against claims covering workers' compensation, property damage, and personal liability in case of accidents. Ask to see a copy of the certificate of insurance, or ask for the name of the contractor's insurance carrier and agency to verify that the contractor has the insurance. You may want to ask the contractor to have you named as an "additional insured" on his policy. This will afford you and your property an extra level of protection if things go wrong on your project. You may choose to work with a contractor even if they are not

insured but be aware that if the contractor does not have insurance and a worker is injured on your property, you will probably be the one billed for medical expenses.

### **The Construction Contract**

Make sure you have a written contract in place with your contractor and do not sign anything until you completely understand what you are signing. One of the best ways to stop problems before the job begins is with your contract. Get all oral promises in writing, and spell out exactly what the contractor will and will not do. If you intend to do some of the work yourself or hire another contractor to do it, this also should be written into the contract.

Be as specific as possible. Be sure the financial terms of the contract are clear. The contract should include the total price, when payments will be made and whether there is a cancellation penalty.

Make sure your contract includes everything you feel is important to the job, including complete cleanup and removal of debris and materials, and special requests like saving

scrap lumber for firewood or protecting existing landscape features during construction. Also give instructions regarding pets, children or areas where materials may not be stored.

It is perfectly reasonable and legal for you to add or modify things in a contract offered to you by a contractor. You can do so by attaching a written "exhibit" or "addendum" to the contract, and referencing the attachment in the body of the contract.

After the contract is signed and work has begun, your contractor may offer suggestions that will change your original ideas for the work. Always use a signed "change order" if you add or delete work, substitute materials or equipment, or change the completion date. It is very important to have all change orders signed by all parties to the contract, before the extra work is started.

### **Inspections**

Your ADU project will require a series of inspections to ensure that the project is being built according



***Foundations, framing, electrical and plumbing, sheetrock and other stages of your project will need to be inspected.***



## **Building Inspections**

The following list of building inspections will need to occur in the order shown below.

1. Grading (if necessary due to site/slope conditions)
2. Foundation Forms
3. Floor Framing/ Underfloor Insulation
4. Framing Inspection and Rough Plumbing/ Electrical
5. Wall and Ceiling Insulation
6. Lath/Plaster/Sheetrock
7. Stucco (if applicable)
8. Final

Some inspections might not be required depending on your project, and others not shown may be necessary depending on what kind of ADU you are building.

to plans you submitted for the permits. These inspections also verify that the contractor is complying with building, plumbing, mechanical and electrical codes.

You as the property owner are ultimately responsible for calling for building inspections. The contractor is most always the one to do so, but you should always check the building permit (which must be posted on site) to ensure that necessary inspections have been performed in the correct order.

The Planning Department may also conduct a final planning inspection, particularly in the case of an ADU that received an Administrative Use Permit. This inspection is usually to confirm that any special conditions imposed on the project have been fulfilled. Planners may place a hold on the Building Department's final inspection until this is done.

Other City departments such as Fire, Public Works or Water may also conduct their own inspections for the fire sprinklers, sidewalks and curbs (you will have to install these if they are not already in place).

Please check the Appendix for contact information for these departments.

## **Renting your ADU**

At some point, most of us have been renters, and may have dealt with good and bad landlords alike. If you intend to rent your new ADU, you will now be a landlord and there are many things you need to consider.

The landlord-tenant relationship is governed by many local, state and federal laws, and new landlords can often find themselves in a situation which could have been avoided through the application of common sense and tried and true procedures and tools. There is no one-step solution or packaged approach, but take a look at the information below before you rent your ADU and you will go a long way towards solving problems before they occur.

## **Selecting a Tenant**

Selecting the right tenant is THE most important step you will take. You may think you know someone or you may trust your intuition, but

a methodical selection process is the best way to find a tenant. After all, now that you have an ADU you will also have a new individual or household living with you on your property! Here are some steps you can take to ease the transition into your new job as a landlord:

### **1. Establish a Screening Process.**

The goal is to attract responsible and honest applicants as opposed to those who may cause you heartache and financial strain. Develop written, fair criteria that you will use to judge all applicants. Provide all applicants with a written copy of the criteria when you hand them a rental application. Apply the criteria consistently to all applicants. Also, let the applicant know that you intend to do credit and criminal background checks. You may charge a reasonable fee to recover the costs of screening each individual on the application. Following are a few suggested screening points you might consider:

#### **a. Require Submittal of a Complete Application.**

Incomplete applications make it difficult to judge an applicant or check

background and credit. Sometimes applicants omit information on purpose in the hopes that a landlord will not check too deeply. State directly on the application that failure to provide a complete application may result in the application being returned or denied.

b. Require 2 pieces of ID.

This will help eliminate persons who may be hiding under an alias. Two pieces of fake ID showing the same personal information is harder to come by.

c. Require a Rental History from Unbiased Sources.

Many people may only have rented from friends or relatives who may be inclined to give them an undeserved good reference. If applicants are unable to provide an unbiased rental history, you may elect to require a qualified co-signer on your lease who will be responsible for payment.

d. State That Provision of False Information is Grounds for Denial.

If your applicants are not honest with you, you may turn them down—it is that simple.

e. First Qualified Applicant Will be Accepted.

Take applications in order, noting the time and date. Start with the first application. If the first application meets your requirements, go no further—offer the ADU to the first applicant. This is the fairest policy you can set, and it helps make sure that you do not discriminate when choosing between two different, qualified applicants.

The preceding criteria can be structured to allow exceptions in borderline cases. Some flexibility can also be introduced by setting rules that require borderline applicants to provide larger deposits, more prepaid rent or a co-signor. Making your application process flexible can help to ensure, for example, that you do not turn down applicants who would be great tenants for you but who might have an explainable problem on their credit report. Having a method that allows you to deal with borderline applicants can result in a more fair process for all parties. As with all aspects of managing rental housing, apply your policies for borderline applicants consistently regardless of who the applicant is.

**2. Use a Written Rental Application.**

You need to find out the history of the individual(s) you are considering as a tenant. A good application gives you access to verifiable information.

Do not reinvent the wheel. Contact a local legal publishing company, a rental housing association, or your own attorney for copies of appropriate forms. Make sure you have forms that were designed specifically for California and are up-to-date with any recent changes. You should collect information requested on the application for each adult (anyone who is 18 years of age or older) who intends to reside in the unit.

At the time potential tenants submit their application, it is a good idea to provide them with a copy of your rental agreement so that they can be familiar with what they will sign if they become your tenant. You should also hand out a copy of your tenant selection criteria as well as specific information or flyers about security deposits, smoke detector compliance, pet policy and other issues related to the rental of your

**Credit Reporting Agencies**

**Equifax**

P.O. Box 740241  
Atlanta, GA  
30374-0241

telephone: (800)-685-1111.  
Website:  
[www.equifax.com](http://www.equifax.com)

**Experian (formerly TRW)**

P.O. Box 2002  
Allen, TX  
75013

telephone: (888)-397-3742  
website:  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 1000  
Chester, PA  
19022

telephone: (800)-916-8800  
website: [www.tuc.com](http://www.tuc.com)

## **Rental Application**

A rental application should require, but does not have to be limited to, the following information:

- First, middle and last name.
- Date of birth.
- Driver's license/I.D. number, and state. Asking to see their driver's license is a good opportunity to check out the picture ID. It is a red flag if they hesitate to show it to you.
- Social security number.
- Name, address, and phone number of past two landlords.
- Income/employment history for the past year. Income/salary, contact/supervisor's name, phone number, address. If self-employed, ask for copy of business license, tax returns, bank records, or client references.
- Credit and loan references; auto payments, department stores, credit cards, other loans.
- Bank references; bank name, account number, address, phone number.
- Criminal history/convictions.

ADU. Much of this information will probably be included in the rental agreement, but it can help to eliminate confusion or misunderstanding at the earliest stage possible.

### **3. Run a Credit Check.**

Using the information submitted on the rental application, request a credit check on each tenant who will be signing the lease. A credit check can be obtained from any one of three different credit reporting agencies, and will be invaluable in helping you to make a decision on to whom to rent your ADU. Credit checks will reveal information about your potential tenant's installment and revolving credit lines (department store cards, auto loans, mortgages, and credit cards), collection accounts, and court records (bankruptcies, judgments, satisfied judgments, liens, satisfied liens, and divorce).

### **4. Call the Applicant's References.**

Talk to previous landlords and confirm that your applicant actually rented from that person before. Try to call a landlord who is not the most recent one the applicant lists.

The most recent landlord may say a bad tenant is actually a good one, just so the landlord can be rid of him. Also, make sure it is the landlord and not a friend posing as the landlord. Call the applicant's employer to verify the information on the application is correct. Be sure to talk with the applicant's manager or supervisor instead of a co-worker.

### **5. Visit the Applicant's Current Address.**

A drive by visit will show you how the applicant is keeping up the outside of his rental unit. Even if you do not go inside the unit, its appearance may be informative; if the yard is cluttered, or there is an old rusty car parked on the lawn, or trash and debris is piled up against the house, this may not be right tenant for your brand new ADU. On the other hand, if the lawn is mowed, the landscaping appears cared for and the premises are generally presentable, this is an indication that the tenant is responsible and will take care of your property should you decide to rent to them.

### **6. Make a Decision.**

Use a process that is simple, legal and fair. California and Federal fair housing guidelines and civil rights laws are designed to protect the way applicants are screened and to make sure that all qualified applicants feel equally invited to apply. The purpose of these laws is to prevent discrimination on the basis of issues that are unrelated to a person's qualifications to be a good tenant. Nothing in these laws forbids you from setting screening guidelines for issues that relate to tenant lease compliance and applying them equally to all applicants.

### **7. Execute a Written Lease With Your New Tenant.**

The two most common types of rental agreements are month-to-month or year-long leases. Either type is appropriate in Santa Cruz, and the decision as to which one to use is up to you. Of course, the most important part of any rental agreement is character of the people who sign it. This is why the screening process mentioned above is key to a successful landlord/tenant relationship.

A written agreement is vital to protecting both the landlord's and the tenant's rights, and creates an even playing field from the start. Rental agreements or leases should be as comprehensive and as clear and concise as possible, and spell out all expectations and responsibilities of each party.

Following are some examples of what might be included in your ADU lease:

- Only those people listed on the rental agreement are allowed to live at the property.
- No subleasing;
- No disturbing the neighbors;
- No illegal drug use, sale, growth, or manufacture on the property.

A sample lease agreement can be found in the Appendix. As with all written documents you may use in renting and managing your ADU, it is advisable to have them checked by your attorney, local property management association or real estate agent.

Finally, you should check with your insurance agent to make sure you

have adequate coverage for your new ADU. A well designed insurance program will protect you from losses caused by fire, storms, burglary, vandalism and personal injury and discrimination lawsuits.

For a more complete look at how to effectively manage your rental ADU, please see the Appendix for an online link to the City's "Landlord Training Manual" and the State of California's "Guide to Residential Tenants' and Landlords' Rights and Responsibilities".

### **ADUs as Affordable Housing**

You may consider placing your ADU in the City's Affordable Housing Program. This would require that you rent your ADU to low-income tenants and would also restrict the amount of rent you can charge. The City offers financial incentives in exchange. Participation in this program is entirely voluntary. Here's how it works:

### **Fee Waiver Program**

Certain fees are eliminated in exchange for affordability restrictions on your ADU. Under this program, the requirement that your ADU be affordable is in effect for the life of the unit or until you opt to pay the waived fees at some point in the future. There are two levels of fee reductions:

The first level is a partial reduction if you agree to rent your unit to a tenant household that is at or below 60% of the area median income for Santa Cruz. In 2003, for a one-person household, this amount is \$31,800. Typical workers earning this level of income would include entry level teachers or nurses' aids.

The second level of fee waivers eliminates all of the Planning and Building fees. At this level, you must agree to rent only to a tenant household that is at or below 50% of the area median income. In 2003, the maximum income for a household of one is \$26,500. This income level might include seniors on fixed income, students who are working part-time or service industry workers (waiters, store clerks).

## SANTA CRUZ INCOME AND RENT RESTRICTIONS FOR 2003

### **ADU Loan Program**

The City has a loan program to help you build your ADU. Fifteen and twenty year loans are available, with fifteen and twenty year affordability requirements respectively.

Income restrictions for this program are at 80% of the area median income, which is \$42,400 for a one-person household. New teachers and many professionals who are just starting out qualify at this level. The chart above shows the 2003 income and rent levels for a 1 or 2 person household. Annual adjustments are generally made in February of each year.

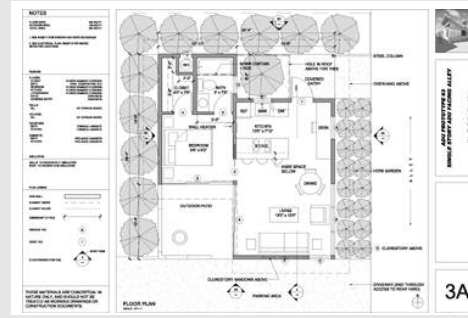
For all of the above programs, you are responsible for verifying your tenant's income. The tenant must

<b>%AMI</b>	<b>Household Size</b>	<b>Maximum Total Income</b>	<b>Maximum Rent</b>
80%	1 Person	\$42,400	\$1,060
80%	2 Persons	\$48,450	\$1,211
60%	1 Person	\$31,800	\$795
60%	2 Persons	\$36,300	\$908
50%	1 Person	\$26,500	\$662
50%	2 Persons	\$30,300	\$758

sign a form certifying their household income and you must request and keep records that include the form and backup information such as copies of pay stubs, income tax returns, etc.

The City will monitor your ADU for compliance on an annual basis and ask you to submit certifications as to who is living in your ADU, what

their income is and how much rent you are charging them. The affordability restrictions are recorded on the title to your property, and will extend to subsequent buyers of your property, unless you pay the waived fees or until the expiration of your ADU loan term.



## Appendix: More Resources

The Appendix contains additional resources for ADUs.

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## City Departments Contact Information

Questions regarding your ADU can be answered by City staff. The following contact information is provided for your convenience.

### Department of Planning and Community Development

809 Center St., Rm. 206  
Santa Cruz, CA 95060  
Planning Counter: (831)-420-5416  
Building Counter: (831)-420-5417  
Website: [www.ci.santa-cruz.ca.us/pl](http://www.ci.santa-cruz.ca.us/pl)  
Email: [cityplan@ci.santa-cruz.ca.us](mailto:cityplan@ci.santa-cruz.ca.us)

### Public Works Department

809 Center Street, Room 201  
Santa Cruz, California 95060  
Phone: (831) 420-5160  
Website: [www.ci.santa-cruz.ca.us/pw](http://www.ci.santa-cruz.ca.us/pw)  
Email: [citypw@ci.santa-cruz.ca.us](mailto:citypw@ci.santa-cruz.ca.us)

### Fire Department

230 Walnut Ave.  
Santa Cruz, CA 95060  
Phone: (831)-420-5280  
Website: [www.ci.santa-cruz.ca.us/fd](http://www.ci.santa-cruz.ca.us/fd)  
Email: [cityfire@ci.santa-cruz.ca.us](mailto:cityfire@ci.santa-cruz.ca.us)

### Water Department

809 Center Street  
Administration: Room 102  
Customer Service: Room 101  
Santa Cruz, California 95060  
Phone: (831)-420-5200  
Website: [www.ci.santa-cruz.ca.us/wt](http://www.ci.santa-cruz.ca.us/wt)  
Email: [citywtad@ci.santa-cruz.ca.us](mailto:citywtad@ci.santa-cruz.ca.us)

## Useful Web Sites

The City's and other web resources can provide useful information for planning, designing, and leasing your ADU.

- **City of Santa Cruz Accessory Dwelling Unit Development Program**  
[www.ci.santa-cruz.ca.us/hcd/ADU/adu.html](http://www.ci.santa-cruz.ca.us/hcd/ADU/adu.html)
- **City of Santa Cruz Landlord Training Manual**  
[www.ci.santa-cruz.ca.us/pl/hcd/LandlordTrainingManual.pdf](http://www.ci.santa-cruz.ca.us/pl/hcd/LandlordTrainingManual.pdf)
- **State of California Guide to Residential Tenants' and Landlord's Rights and Responsibilities**  
[www.dca.ca.gov/legal/landlordbook/index.html](http://www.dca.ca.gov/legal/landlordbook/index.html)

### Green Building Information

- **California Integrated Waste Management Board Green Building Web Site:**  
[www.ciwmb.ca.gov/GreenBuilding](http://www.ciwmb.ca.gov/GreenBuilding)
- **City of Austin, Texas Green Building Program**  
[www.ci.austin.tx.us/greenbuilder/gbpmembers.htm](http://www.ci.austin.tx.us/greenbuilder/gbpmembers.htm)
- **City of San Jose – Green Building Site Map**  
[www.ci.san-jose.ca.us/esd/gb-sitemap.htm](http://www.ci.san-jose.ca.us/esd/gb-sitemap.htm)
- **City of Santa Monica Sustainable City Program**  
[www.santa-monica.ca.us/environment/policy](http://www.santa-monica.ca.us/environment/policy)
- **Environmental Building News:**  
[www.buildinggreen.com](http://www.buildinggreen.com)

## Building Codes

In California, the model building codes prepared by the International Conference of Building Officials (ICBO), the International Association of Plumbing and Mechanical Officials (IAPMO), and the National Fire Protection Association (NFPA) are modified by the California Building Standards Commission to become the California Building Code. These codes are contained in Title 24 of the State Health and Safety Code.

If you are not familiar with the California Building Code, there are subtle changes from the model codes. You are required by state law to follow these changes. If you try to decipher the California code yourself from the text, you have to use the adoption matrix contained in each code to determine applicability. Plan Checkers/Inspection staff can help with much of the information you need. Visit our counter, or write to the Department. Staff cannot perform individual structural or energy calculations to fit your particular situation, but they can give you guidance as to what you will need to do or what type of professional you will need to hire.

## ADU Definitions

There are a number of terms used when discussing planning, designing and developing ADUs. The following pages include some of the more important ones.

**Accessory Dwelling Unit (ADU):**

A dwelling unit accessory to a main single-family dwelling.

**Administrative Use Permit:**

Special planning permit required for ADUs of more than one story in height. Requires a public hearing.

**Alley:** A public or private way which affords secondary access to an abutting property.

**Deed Restriction:** A special condition or requirement pertaining to the property recorded in the public record. The restriction stays with the property unless and until removed by the permitting agency.

**Duplex:** A two-family dwelling or duplex designed or used exclusively as a residence, including two separate dwelling units.

**Dwelling:** A structure or portion thereof including one or more rooms designed or used as a residence by one family or housekeeping unit, with facilities for living, sleeping, eating and food preparation.

**Easement:** A limited right of one person or class of persons to use real property owned or occupied by another.

**Family:** An individual, or two or more persons living together and occupying a dwelling.

**General Contractor:** A general building contractor is a contractor whose principal contracting business is in connection with any structure built, being built, or to be built, for the support, shelter and enclosure of persons, animals, chattels or moveable property of any kind requiring in its construction the use of at least two unrelated building trades or crafts, or to do or superintend the whole or any part thereof.

**Green Building:** Utilization of environmentally appropriate and

resource conserving materials and techniques.

**Heritage Tree:** Any tree, grove of trees, shrub or group of shrubs, growing on public or private property within the city of Santa Cruz which has a trunk with a circumference of 44" measured at 54" above grade, has a historical or horticultural significance, is a distinctive size or structure for its species, provides a valuable habitat, or is identified by the City Council as having a significant arboicultural value to the City.

**Loft:** A space directly beneath the roof structure raised above the main floor which opens into interior space.

**Lot:** A piece or parcel of land, occupied or intended to be occupied, by a permitted principal building or a group of such buildings and accessory buildings, together with required open spaces, and having frontage on a dedicated, accepted and improved public street.



**On-Site Parking:** A permanently surfaced area for vehicular parking, either within a structure or in the open, and connected to a public street, alley or other public way by a permanently surfaced driveway or access drive.

**Permit:** Written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law but not allowed without such authorization.

**Property Line:** A line of record that divides one lot from another.

**Primary Residence:** A building in which is conducted the principal use of the lot on which it is located. For residentially zoned lots, such a building would be a dwelling.

**Public Hearing:** A meeting in which testimony and arguments are presented publicly before a hearing body.

**Setback:** The distance by which any structure is required to be removed from a property line, street or alley, right-of-way line or the like.

**Single-Family Dwelling:** A building designed or used exclusively as a residence and including only one dwelling unit.

**Zoning Ordinance:** A municipally adopted set of laws and regulations governing uses of property located within a jurisdiction.

## ADU Plans Checklist

The City of Santa Cruz has developed a number of Accessory Dwelling Unit (ADU) Prototypes that homeowners may utilize on their own property. The Prototypes have been pre-reviewed by City staff for compliance with local building and zoning codes.

However, because of variations in sites including slope, property line setbacks, distance from adjoining buildings and soil conditions, each application for an ADU must be tailored to fit your individual needs. Even though the ADU Prototype plans contain many of the elements necessary to obtain a permit, there is some basic data about your particular site and project that you will be required to supply.

Construction drawings of your projects will be necessary for you to obtain a building permit. Some of this information has already been provided in the ADU Prototype plan sets. As the property owner, you may prepare plans for buildings for your own use or occupancy, including single-family dwellings of wood frame construction, not over two stories and a basement in height. An

architect or engineer, registered in the State of California, must prepare plans and specifications for any other project. For unusual or non-standard designs, the Building Official may require plans and specifications to be prepared and designed by such an architect or engineer. Only complete construction drawings will be accepted for review.

Your completed application will be reviewed by the appropriate City agencies, who will also advise you by mail of any deficiencies in your plans. You will also be notified either by letter or telephone of the completion of processing and fees due. Any deficiencies noted must be corrected before the building permit will be issued.

One copy of the approved plans, with corrections and requirements noted, will be returned to you with your building permit. The plans and permit must be available on the job site at all times during construction. Information concerning inspection requirements will be given to you with your permit.

The City is employing a multi-distribution process for permit processing in which each reviewing department receives a copy of the plans at the same time. Generally, for new ADUs, this involves nine sets of plans, six of which are routed to each of the City reviewing departments, two to the plans examiner, and one control set. Two of the sets must be signed by you if you've modified them yourself, or by the architect or designer you may have hired to help you with any modifications.

The City has already done an engineering review on the ADU Prototypes, and if you have not modified these designs significantly, it's likely that no additional engineering will be required. If you have significantly altered a Prototype design, you'll have to hire an engineer to provide calculations asserting that the alterations are safe from a structural point of view. You'll need to supply three sets of calculations, specifications or special product information. (Be sure all calculations are signed by the engineer.) You should verify with

the Building Counter exactly how many sets are needed before applying.

In addition, the County Assessor's Office requires an 11" X 17" fully delineated reduced floor and site plan or a full size set of any work requiring permits. Applications will not be accepted unless you have this item.

A checklist of needed information on your project in order to complete the permitting process follows.

### **General Requirements**

- ☐ Nine copies of plans, plus three sets of structural and energy calculations, brochures, etc. Indelible reproductions only, no originals.
- ☐ Good grade of single sheet plain white paper, (no tape) for plans.
- ☐ One extra set of 11" X 17" reduced size floor and site plan for the County Assessor.
- ☐ No red ink or pencil marks on plans.
- ☐ Signature of designer (and stamp, if licensed) on first sheet of two sets of plans. All signatures must

be original and in ink, no copies or stamped signatures.

- ☐ Signature and stamp of engineer on calculations and/or engineered sheets of drawings. All signatures to be original and in ink, no copies.
- ☐ Minimum sheet size 11" X 17" if using City ADU Prototype; for all other designs, minimum 18"x24" sheets are required (engineering calculations and product/material specifications may be 8 1/2" X 11").

### **Plot Plan**

- ☐ Scale 1" = 10' or 20', 1/8" or 1/4" = 1' or other appropriate scale.
- ☐ Entire property shown with dimensions of boundaries, locations of existing and proposed buildings in relation to each other.
- ☐ North arrow.
- ☐ Topographic contours in vicinity of improvements (building, drive-way, street & sidewalk (you may use base 100') Contour interval normally 2' unless otherwise directed by Planning staff.
- ☐ Building setbacks from property lines, percent of lot coverage.

- ☐ Off street parking, driveways, walkways.
- ☐ All rights-of-way (streets and alleys) and easements adjacent to or on property.
- ☐ Proposed location of on-site sewer, lateral, clean-outs, etc. If connecting to the existing main dwelling drain verify there is sufficient fall from the ADU.
- ☐ Indicate if curbside improvements are existing (sidewalk, gutter, etc.).
- ☐ Drainage system (see erosion control plan requirements).

### **Elevations**

- ☐ Scale 1/4" = 1'- 0".
- ☐ Four elevations labeled North, South, East, West.
- ☐ Relative ground elevations in relation to ADU, including natural and finished grades.
- ☐ Height of structure (plate lines and ridge).
- ☐ Demonstrate roofing material, exterior finish, height of chimney above combustible material, trim, gutters, downspouts, velocity dissipaters, handrails, guardrails, etc.

## **Floor Plans**

- ☐ Scale 1/4" = 1' - 0".
- ☐ Width of walls and partitions delineated (single lines indicating walls are unacceptable).
- ☐ Dimension lines must clearly demonstrate termination of dimension such as outside, inside or centerline of partition. Use feet and inches normally, inches only on small distances.
- ☐ Dimensions and arrangement of rooms and partitions on each floor.
- ☐ Square footage of heated space.
- ☐ Fully dimension all partitions.
- ☐ Label doors and windows with identifying symbols (window and door schedule is required, but may be on a separate sheet).
- ☐ Indicate finish of floors, countertops, vanities, etc. such as carpet, tile, hardwood, etc.
- ☐ Splash protection type for showers and bath tubs (doors or curtains). Indicate tempered glass where required.
- ☐ Location of smoke alarm, fans, skylights.
- ☐ Indicate hand rails and guard rails.
- ☐ Indicate water heater, furnace and dryer types. If gas, call out Btu rating, make and model (units must be CEC approved).
- ☐ If ADU is attached to a garage, indicate firewall protection between garage and ADU. Under stair storage areas in two story applications must also be protected with 5/8-inch type X gypsum board.
- ☐ Call out rise and run of stairs, indicate stairway width (36" min.).

## **Electrical Plan (May be included on floor plan)**

- ☐ Scale 1/4" = 1' - 0".
- ☐ Location of all outlets, switches, lights, fans, smoke detectors, sub-panels (w/rating), service (w/rating), electrical appliances.
- ☐ Identify location of all GFI protected outlets in bathrooms, garages, kitchens, outdoors
- ☐ Identify that all 15 and 20 ampere circuits in bedroom or sleeping area (outlets and lights) are protected with arc-fault circuit interrupter (AFCI) type breakers.
- ☐ Indicate specialized circuits (i.e.;

kitchen small appliance, dedicated laundry, dishwasher/garbage disposal, etc.).

- ☐ State law now requires a minimum service of 100 amps to any dwelling unit. Indicate either a separate service for ADU or a minimum 200-amp service on the main dwelling with a 100-amp sub-feed to the ADU.

## **Plumbing Plan (May be included on floor & foundation plans)**

- ☐ Scale 1/4" = 1' - 0".
- ☐ Location of all fixtures.
- ☐ Location of hose bibs (approximate).
- ☐ Location of back flow preventers and pressure reducers as needed.
- ☐ Location of gas meter or piping from main dwelling.
- ☐ Size and material of gas lines serving fuel burning appliances. Gas lines may need to be upsized from the main meter to the ADU to accommodate distances normally encountered from the main meter to the ADU.
- ☐ Size and material of water piping.
- ☐ Size and material of DWV piping.

- ☐ Layout of hydronic heating piping if applicable.
- ☐ Layout of fire sprinkler system (Note: all new residential construction must be fire sprinklered with a residential system approved by the Fire Department and Water Department).

### **Mechanical Plan (May be included on floor & foundation plans)**

- ☐ Scale 1/4" = 1' - 0"
- ☐ Location, output BtuH, make and model of HVAC unit(s).
- ☐ Location of ductwork and floor registers, incl. size and material.
- ☐ Location, size and material of return air register and duct.
- ☐ Location of fire dampers and/or protection of fire wall penetration.
- ☐ Identify combustion air sources for fuel burning appliances.

### **Foundation Plan**

- ☐ Scale: 1/4" = 1' - 0".
- ☐ Layout of foundation walls, footings and slabs w/ dimensions.
- ☐ Layout of piers, beams, trusses, joist direction, pilings, etc.
- ☐ Detail of footing/stem/slab design, slab connection, sill

material, anchor bolts (include spacing), indicate minimum Fb for concrete (2000 psi min.).

- ☐ Location of crawl space vents, U/F access, heating duct layout as applicable.
- ☐ A soils report is required unless waived by the Building Official.

### **Framing**

- ☐ Indicate size, spacing, material, species and grade of all wood members. Call out species and grade of all wood used (Note: On specialty types of framing such as structural insulated panels (SIPS), there will need to be detailing of the connections to sills and rafters).
- ☐ Complete typical cross section of each major framing type (use section lines on floor and foundation plans to identify section). Detail as necessary.
- ☐ Footing, foundation and finish grades in relation to framing.
- ☐ Crawl space, ceiling and attic heights (show on section drawing).
- ☐ All floor, wall, ceiling & roof framing with size and spacing of members (show compliance with UBC Table 25-Q "Nailing

Schedule").

- ☐ Exterior frame elevation detail along major wall.
- ☐ Lateral and seismic bracing details (basic engineering will be done for you in ADU Prototypes. You may need to provide additional review for modifications to fit your specific project).
- ☐ Roofing, roof sheathing and exterior wall materials.
- ☐ Insulation type and placement.
- ☐ Show positive cross-flow ventilation of under floor, attic, cathedral ceiling, flat roof areas.

### **Details**

- ☐ Scale: suitable to fully explain the depicted detail.
- ☐ High strength connections (may also require special inspection).
- ☐ Rated floor ceiling assemblies, party walls, property line walls.
- ☐ Connection of framing members including hanger, straps, etc.
- ☐ Nailing schedule for shear walls.
- ☐ Footing, pier, grade beam (including connections to framing).
- ☐ For Decks: Framing layout, footing design, bracing, guardrails, etc.

- ☐ Wood stoves, fireplaces (Note: if using manufactured stove or fireplace, include make, model and manufacturer's brochure if available. If masonry fireplace, detail design – Masonry Design Handbook OK).
- ☐ Cross section of stair framing and handrail design.
- ☐ Engineering calculations (be sure they're signed and identified).

### **Energy Conservation Requirements**

- ☐ Basic energy standards for residential buildings shall be the current Title 24 standards for new residential buildings as adopted by the California Energy Commission (CEC). Consideration should be given to installation of renewable energy source devices such as solar hot water and photovoltaic systems.
- ☐ Compliance forms are required to be incorporated into the plan set. All signatures must be affixed before issuance of permit.

### **General Engineering Requirements**

- ☐ Retaining walls over 4 feet high or carrying a surcharge.
- ☐ Large load bearing beams, including glu-lams.
- ☐ Large or high strength timber connections.
- ☐ Non-standard foundations.
- ☐ Any span exceeding 25 feet.
- ☐ All trussed spans (calculations required at time of submission-usually obtained from truss manufacturer).
- ☐ Buildings employing steel frame components such as moment frames (those portions only).
- ☐ Buildings of alternate materials.
- ☐ Buildings of other than standard construction practice.
- ☐ Wind analysis is required on all exposure "C" and "D" (high wind) structures. These structures are generally located where there is nothing to block the wind such as other buildings, trees, hills, etc.
- ☐ Elevation certificates are required for structures in flood plain.

### **Erosion Control Plan**

- ☐ Scale: same as plot plan (may be included on plot plan).
- ☐ Details of existing and proposed drainage patterns.
- ☐ Proposed run-off control measures.
- ☐ Re-vegetation proposal for all disturbed slopes.
- ☐ Sediment containment measures and special precautions for winter grading operations (December 1 to April 1).
- ☐ Demonstration of Best Management Practices (BMP) and compliance with State Storm Water Retention requirements.
- ☐ General landscaping and irrigation plan.

## ADU Permit Fees

The chart on the right summarizes the 2003 permit fees required for a single story 1 or 2 bedroom 500 SF ADU. The total fees will depend on the scope of your project. If you use an ADU Prototype, fees maybe reduced because the plans have been “pre-reviewed” by the City.

These fees are subject to periodic adjustments. Make sure you get a current fee schedule from the City.



PLANNING DEPARTMENT  
Housing & Community Development Division  
809 CENTER STREET, ROOM 206, SANTA CRUZ, CA 95060 • 831/420-6250 • FAX 831/420-6458

### ADU PERMIT FEES

*Note: The following are typical fees for a 1 or 2 bedroom, 1 bath, 1-story 500 sq.ft. ADU on a standard 5,000 sq.ft. lot. Fees current as of November 2003. Fees will increase for larger ADUs, and not all fees may apply to your project. Please see the qualifying notes below.*

Fee Type	Cost
Building Plan Check	432.09
Building Permit	664.75
Electrical Permit	78.08
Mechanical Permit	36.55
Plumbing Permit	71.90
Strong Motion (seismic reinforcement)	5.22
Energy Plan Check	110.00
Planning Plan Check	416.00
Administrative Use Permit <i>(see note 1)</i>	1,033.00
General Plan Maintenance	281.90
Public Works Plan Check	100.00
Fire Plan Check	132.95
Water Plan Check	50.00
Water Connection	2,349.00
Sewer Connection	900.00
Water Service Installation Permit <i>(see Note 2)</i>	180.00
Water Meter Installation <i>(see Note 2)</i>	267.00
Street Opening Permit <i>(see Note 2)</i>	75.00
Building Inspector Training	3.00
Parks and Recreation	1,500.00
Schools <i>(see Note 3)</i>	

Note 1: Not required for single story ADUs complying with the development standards applicable to the zoning district. This fee is required for all other ADU projects.

Note 2: This fee charged only if a separate fire sprinkler service and meter are required by Fire Department.

Note 3: Not required for ADUs of 500 sq.ft. or less. The current rate is \$1.65 per sq.ft. for ADUs larger than 500 sq.ft.

## **ADU Zoning Regulations**

### **TITLE 24 ZONING ORDINANCE OF THE CITY OF SANTA CRUZ CHAPTER 24.16 PART 2**

#### **24.16.100 Purpose.**

The ordinance codified in this part provides for accessory dwelling units in certain areas and on lots developed or proposed to be developed with single-family dwellings. Such accessory dwellings are allowed because they can contribute needed housing to the community's housing stock. Thus, it is found that accessory units are a residential use which is consistent with the General Plan objectives and zoning regulations and which enhances housing opportunities that are compatible with single-family development.

To ensure that accessory units will conform to General Plan policy the following regulations are established. (Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

#### **24.16.120 Locations Permitted.**

Accessory dwelling units are permitted in the following zones on lots of 5000 square feet or more:

1. RS-5A, RS-10A
2. RS-1A, RS-2A
3. R-1-10
4. R-1-7
5. R-1-56.R-L, R-T(A), (B), and (D).

(Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

#### **24.16.130 Permit Procedures.**

The following accessory dwelling units shall be principally permitted uses within the zoning districts specified in Section 24.16.120 and subject to the development standards in Section 24.16.160.

1. Any accessory dwelling unit meeting the same development standards as permitted for the main building in the zoning district, whether attached or detached from the main dwelling.
2. Any single story accessory dwelling unit.  
Any accessory dwelling unit not meeting the requirements above shall be conditionally permitted uses within the zoning districts specified in Section 24.16.120 and shall be permitted by administrative use permit at a public hearing before the zoning administrator, subject to the findings per Section 24.16.150 and the development



standards in Section 24.16.160.  
(Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

**24.16.150 Findings Required for Conditionally Permitted Accessory Dwelling Units.**

Before approval or modified approval of an application for an accessory dwelling unit, the decision making body shall find that:

1. Exterior design of the accessory unit is compatible with the existing residence on the lot through architectural use of building forms, height, construction materials, colors, landscaping, and other methods that conform to acceptable construction practices.
2. The exterior design is in harmony with, and maintains the scale of, the neighborhood.
3. The accessory unit does not result in excessive noise, traffic or parking congestion.
4. The property fronts on an adequate water main and sewer line each with the capacity to serve the additional accessory unit.
5. The site plan provides adequate open space and landscaping that is useful for both the accessory dwelling unit and the primary residence. Open space and landscaping provides for privacy and screening of adjacent properties.
6. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, solar access or parking of adjacent properties.
7. The one and one-half to two-story structure generally limits the major access stairs, decks, entry doors, and major windows to the walls facing the primary residence, or to the alley if applicable. Windows that impact the privacy of the neighboring side or rear yard have been minimized. The design of the accessory unit shall relate to the design of the primary residence and shall not visually dominate it or the surrounding properties.
8. The site plan shall be consistent with physical development policies of the General Plan, any required or optional element of the General Plan, any area plan or specific plan or other city policy for physical development. If located in the Coastal Zone, a site plan shall also be consistent with policies of the Local Coastal Program.
9. The orientation and location of buildings, structures, open spaces and other features of the site plan are such that they maintain natural resources including heritage or significant trees and shrubs to the extent feasible and minimize alteration of natural land forms. Building profiles, location and orientation relate to natural land forms.
10. The site plan is situated and designed to protect views along the ocean and of scenic coastal areas. Where

appropriate and feasible, the site plan restores and enhances the visual quality of visually degraded areas.

11. The site plan incorporates water-conservation features where possible, including in the design of types of landscaping and in the design of water-using fixtures. In addition, water restricting shower heads and faucets are used, as well as water-saving toilets utilizing less than three gallons per flush.  
(Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

#### **24.16.160 Design and Development Standards.**

All accessory dwelling units must conform to the following standards:

1. **Parking.** One parking space shall be provided on-site for each studio and one bedroom accessory unit. Two parking spaces shall be provided on site for each two bedroom accessory unit. Parking for the accessory unit is in addition to the required parking for the primary residence. (See Section 24.16.180 for parking incentives.)
2. **Unit Size.** The floor area for accessory units shall not exceed five hundred square feet for lots between 5000 and 7500 square feet. If a lot exceeds 7500 square feet, an accessory unit may be up to 640 square feet and, for lots in excess of 10,000 square feet, a unit may be up to 800 square feet. In no case may any combination of buildings occupy more than thirty percent of the required rear yard for the district in which it is located, except for units which face an alley, as noted below. Accessory units that utilize alternative green construction methods that cause the exterior wall thickness to be greater than normal shall have the unit square footage size measured similar to the interior square footage of a traditional frame house.
3. **Existing Development on Lot.** A single-family dwelling exists on the lot or will be constructed in conjunction with the accessory unit.
4. **Number of Accessory Units Per Parcel.** Only one accessory dwelling unit shall be allowed for each parcel.
5. **Setbacks for Detached Accessory Dwelling Units.** The side-yard and rear-yard setback for detached single story structures containing an accessory dwelling unit shall not be less than three feet in accordance with the Uniform Building Code, and the distance between buildings on the same lot must be a minimum of 10 feet. Accessory units higher than one story shall provide side yard setbacks of five feet and rear yard setbacks of ten feet. If any portion of an accessory dwelling unit is located in front of the main building, then the front and sideyard setbacks shall be the same as a main building in the zoning district. Accessory dwelling units are not eligible for variances to setbacks.
6. **Setbacks for Attached Accessory Dwelling Units.** Attached accessory dwelling units shall meet the same setbacks as a main building in the zoning district.
7. **Other Code Requirements.** The accessory unit shall meet the requirements of the Uniform Building Code.

8. Occupancy. The property owner must occupy either the primary or accessory dwelling.
  9. Building Height and Stories.
    - a. A one story detached accessory dwelling unit shall be no more than thirteen feet in height.
    - b. A one and one-half to two story detached accessory dwelling shall be no more than twenty-two feet in height measured to the roof peak.
    - c. An attached accessory unit may occupy a first or second story of a main residence if it is designed as an integral part of the main residence and meets the setbacks required for the main residence.
    - d. If the design of the main dwelling has special roof features that should be matched on the detached accessory unit, the maximum building height of the accessory dwelling unit may be exceeded to include such similar special roof features subject to review and approval of the Zoning Administrator.
  10. Alley Orientation. When an accessory dwelling unit is adjacent to an alley, every effort shall be made to orient the accessory dwelling unit toward the alley with the front access door and windows facing the alley. Parking provided off the alley shall maintain a twenty-four foot back out which includes the alley. Fences shall be three feet six inches along the alley. However, higher fencing up to six feet can be considered in unusual design circumstances subject to review and approval of the Zoning Administrator.
  11. Design. The design of the accessory unit shall relate to the design of the primary residence by use of the similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch.
  12. Large Home Design Permit. The square footage of an attached or detached accessory unit shall be counted with the square footage of the single family home in determining whether a large home design permit is required.
  13. Open Space and Landscaping: The site plan shall provide open space and landscaping that are useful for both the accessory dwelling unit and the primary residence. Landscaping shall provide for the privacy and screening of adjacent properties.
  14. The following standards apply to accessory dwelling units located outside the standard side and rear yard setbacks for the district.
    - The entrance to the accessory unit shall face the interior of the lot unless the accessory unit is directly accessible from an alley or a public street.
    - Windows which face an adjoining residential property shall be designed to protect the privacy of neighbors; alternatively, fencing or landscaping shall be required to provide screening.
  15. A notice of application shall be sent to the immediately adjoining neighbors.
- (Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

#### **24.16.170 Deed Restrictions.**

Before obtaining a building permit for an accessory dwelling unit the property owner shall file with the county recorder a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:

1. The accessory unit shall not be sold separately.
2. The unit is restricted to the approved size.
3. The use permit for the accessory unit shall be in effect only so long as either the main residence, or the accessory unit, is occupied by the owner of record as the principal residence.
4. The above declarations are binding upon any successor in ownership of the property; lack of compliance shall be cause for code enforcement and/or revoking the conditional use permit.
5. The deed restrictions shall lapse upon removal of the accessory unit.

(Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

#### **26.16.180 Zoning Incentives.**

The following incentives are to encourage construction of accessory dwelling units.

1. **Affordability Requirements for Fee Waivers.** Accessory units proposed to be rented at affordable rents as established by the city, may have development fees waived per Part 4 of Chapter 24.16 of the Zoning Ordinance. Existing accessory dwelling units shall be relieved of the affordability condition upon payment of fees in the amount previously waived as a result of affordability requirements, subject to an annual CPI increase commencing with the date of application for Building Permit.
2. **Covered Parking.** The covered parking requirement for the primary residence shall not apply if an accessory dwelling unit is provided.
3. **Front or Exterior Yard Parking.** Three parking spaces may be provided in the front or exterior yard setback under this incentive with the parking design subject to approval of the Zoning Administrator. The maximum impervious surfaces devoted to the parking area shall be no greater than the existing driveway surfaces at time of application. Not more than 50% of the front yard width shall be allowed to be parking area.
4. **Tandem Parking.** For a parcel with a permitted accessory dwelling unit, required parking spaces for the primary residence and the accessory dwelling unit may be provided in tandem on a driveway. A tandem arrangement consists of one car behind the other. No more than three total cars in tandem may be counted towards meeting the parking requirement.
5. **Alley Presence.** If an accessory dwelling unit faces an alley as noted in the design standards in this chapter, the

limitations on rear yard coverage as specified in Section 24.16.160 (2) and/or Section 24.12.140 (5) do not apply.  
(Ord. 2003-17 § 2 (part), 2003; Ord. 2003-16 § 2 (part), 2003).

**24.16.300 Units Eligible for Fee Waivers.**

Developments involving residential units affordable to low or very-low income households may apply for a waiver of the following development fees:

1. Sewer and water connection fees for units affordable to low and very low income households.
2. Planning application and planning plan check fees for projects that are one hundred percent affordable to low and very-low income households.
3. Building permit and plan check fees for units affordable to very-low income households.
4. Park land and open space dedication in-lieu fee for units affordable to very low income households.
5. Parking deficiency fee for units affordable to very-low income households.
6. Fire fees for those units affordable to very-low income households.

(Ord. 93-51 § 6, 1993).

**24.16.310 Procedure for Waiver of Fees.**

A fee waiver supplemental application shall be submitted at the time an application for a project with affordable units is submitted to the city.

(Ord. 93-51 § 6, 1993)

## Sample Residential Lease Agreement

The following sample lease is intended only to serve as an example of what might be included on a lease between a property owner and tenant. This sample lease is not intended to serve as a legal binding document, nor does it presume to be comprehensive or all inclusive. The reader is advised to contact an attorney, property management association or real estate professional prior to selecting a lease form to use.

### Recitals

THIS LEASE is entered into on \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_, hereafter referred to as "Landlord", and \_\_\_\_\_, hereafter collectively referred to as "Tenant". Landlord hereby leases to Tenant the single-family dwelling unit located at \_\_\_\_\_, Santa Cruz, CA hereafter called the "leased premises."

NOW, THEREFORE, the parties hereto agree as follows:

**1.00 Recitals.** The foregoing recitals are part of this Agreement.

**2.00. Term.** This lease shall be for a term of one year commencing at 12:01 A.M. on \_\_\_\_\_, 20\_\_ (the "Commencement Date"), and ending at 12:01 A.M. on \_\_\_\_\_, 20\_\_ unless sooner terminated under the provisions of this lease.

**3.00 Rent.** Tenant agrees to pay to Landlord as rent for the use and occupancy of the leased premises the sum of \_\_\_\_\_ (\$\_\_\_\_\_.00) per month. The rent is payable in advance on or before the first day of each month, commencing on \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, Santa Cruz, CA 95\_\_\_\_ or at any other place designated by Landlord in a written notice served on Tenant. Landlord acknowledges receipt of the sum of \_\_\_\_\_ (\$\_\_\_\_\_) as the first month's rent.

### **4.00 Late Charges & Interest on Unpaid Rent.**

(a) Tenant acknowledges that late payment by Tenant to Landlord of rent will cause Landlord to incur costs not contemplated by this lease, the exact amount of such costs being difficult and impracticable to fix. Such costs include, without limitation, processing and accounting charges, and late charges that may be imposed on Landlord by the terms of any encumbrance and note secured by any encumbrance covering the premise.

(b) Therefore, if any installment of rent due from Tenant is not received by Landlord when due, Tenant shall pay to Landlord an additional sum of \_\_\_\_\_ Dollars and no cents (\$\_\_\_\_\_.00) as a late charge, and interest at the rate of one and one half percent (1 1/2%) per month, or the maximum rate of interest allowed by law, on the unpaid balance of said rent or sum until paid. The parties agree that said late charges and interest represents a fair and reasonable estimate of the costs

that Landlord will incur by reason of late payment by Tenant. The acceptance by Landlord of any late charge shall not constitute a waiver of Tenant's default with respect to the overdue amount, nor prevent Landlord from exercising any of the other rights and remedies available to Landlord under this Agreement or as provided by law.

**5.00 Security Deposit.** On execution of this lease, Landlord acknowledges Tenant's previous deposit of \_\_\_\_\_ Dollars and no cents (\$\_\_\_\_\_.00) as a security deposit. Landlord will hold this security deposit for the faithful performance by Tenant of Tenant's obligations under this lease and for the cleaning and repairing of the leased premises after surrender by Tenant. Landlord agrees to hold the security deposit for Tenant, free from the claim of any creditor of Landlord. Landlord will return to Tenant the full amount of the deposit within two weeks after Tenant has vacated the leased premises, less any amounts that are reasonably necessary to remedy any defaults in the payment of rent by Tenant, to repair damages to the leased premises caused by Tenant or Tenant's guests other than ordinary wear and tear, and to clean the leased premises. At the time Landlord returns the deposit to Tenant, Landlord will furnish Tenant with an itemized written statement of the amount of the security deposit received, the charges made by Landlord against the security deposit, and the disposition made or to be made of the security deposit.

**6.00 Interest on Security Deposit.** In accordance with Section 21.02.040 of the Santa Cruz Municipal Code, for every tenant whose tenancy is continuing, Landlord shall, without demand, pay Tenant each year, no later than January 1st, Tenant's interest for the previous calendar year or portion of the calendar year, in the form of either a draft payment or a credit against the Tenant's rent. Landlord shall choose between the two methods of payment. "Tenant's interest" shall mean an amount of simple interest per year on all security deposits in excess of \$50.00 paid by Tenant to Landlord. The minimum rate of simple interest, earned and payable under this section, shall be established from time to time by resolution of the Santa Cruz City Council based on the recommendation of the Santa Cruz County treasurer-tax collector. Upon termination of the tenancy, Landlord shall pay all interest due no later than three weeks after Tenant has vacated the premises. Should Landlord fail to disburse interest to Tenant by January 1st, or credit Tenant's rent, Tenant's interest shall, on a daily basis, accrue on the sum of the principal amount of the security deposit held by Landlord, plus the amount of any previous interest earned but not disbursed or credited.

**7.00 Utilities.** Tenant agrees to pay all charges for all utilities, including electricity, gas, water, sewage, garbage disposal, and telephones, used in or on the leased premises during the term of this lease. Tenant shall make payments for these utilities directly to the utility companies.

**8.00 Occupancy of Leased Premises.** Except as otherwise provided in this paragraph, only those persons collectively referred to in this lease as "Tenant" will occupy the leased premises. The persons collectively referred to as "Tenant" shall execute this lease. It is expressly understood that this lease is between Landlord and each Tenant signatory individually and severally. In the event of default by any one signatory, the remaining signatory shall be responsible for timely payment of

rent and all other provisions of this lease. Tenant may have up to 2 guests on the leased premises at any one time. A person shall be considered a "guest" for these purposes if he or she occupies the leased premises for a total of fewer than 30 calendar days in a year. No other person shall be permitted to occupy the leased premises except with the prior written approval of Landlord.

**9.00 Use of Leased Premises.** Tenant agrees that the leased premises are to be used exclusively as a single-family residence. Tenant must obtain Landlord's prior written consent before keeping pets (or permitting pets to be kept) on the leased premises. Tenant shall not do or permit anything to be done in or about the leased premises that will in any way obstruct or interfere with the rights of occupants of neighboring buildings or injure or annoy them or use or allow the leased premises to be used for any improper, unlawful, or objectionable purpose. Tenant shall not cause, maintain, or permit any nuisance in, on, or about the leased premises, or commit any waste in or on the leased premises. Further, Tenant shall not do or permit anything to be done in or about the leased premises or bring or keep anything in the leased premises that will in any way increase the existing rate of or affect any fire or other insurance on the house or any of its contents, or cause a cancellation of any insurance policy covering the house or any part of it or any of its contents. Finally, Tenant shall not put the leased premises to any use that violates local zoning ordinances or any other law applicable to the leased premises.

**10.00 Condition of Leased Premises.** The rights and responsibilities of Landlord and Tenant relating to the condition of the leased premises are as follows:

(a) Landlord will, at Landlord's own cost and expense, put and maintain the leased premises in a safe and sanitary condition and shall comply with all laws, ordinances, and regulations pertaining to the condition of the leased premises. Tenant shall remedy, at Tenant's own cost and expense, any deteriorations of or injuries to the leased premises occasioned by Tenant's lack of ordinary care.

(b) Tenant acknowledges that Tenant has inspected the leased premises prior to executing this Agreement, including all furnishings, fixtures, appliances, and other personal property subject to this Agreement and agrees that they are in satisfactory condition and good working order, except as noted by Tenant on the "Inspection Sheet" attached as Exhibit "A" and hereby incorporated and made part of this Agreement.

**11.00 Alterations and Repairs by Tenant.** The parties agree that the following provisions govern all alterations and repairs of the leased premises by Tenant:

(a) Tenant shall make no alterations to the leased premises without the prior written consent of Landlord. Any alteration made to the leased premises by Tenant after that consent has been given, and any fixtures installed as a part of that work, will at Landlord's option become the Landlord's property on the expiration or earlier termination of this lease, provided,



however, that Landlord shall have the right to require Tenant to remove any fixtures at Tenant's cost on termination of this lease.

(b) Tenant shall notify Landlord of any dilapidations or other defective conditions on the leased premises that require repairs. If Landlord fails to repair or arrange for the repair of the condition within a reasonable time (not exceeding 30 days), Tenant may make the repairs or arrange for them to be made and deduct the cost of the repairs, provided Tenant does not deduct more than the equivalent of one month's rent.

**12.00 Entry by Landlord.** Landlord may enter the leased premises only under the following circumstances:

- (a) In case of emergency;
- (b) To make necessary or agreed repairs, decorations, alterations, or improvements; supply necessary or agreed services; or exhibit the leased premises to prospective or actual purchasers, mortgagees, tenants, workers, or contractors;
- (c) If Tenant abandons or surrenders the leased premises;
- (d) Pursuant to court order.

Landlord will give Tenant at least 24 hours notice of Landlord's intent to enter unless an emergency exists, Tenant has abandoned or surrendered the leased premises, or it is impracticable to do so. Further, Landlord will enter only during normal business hours unless an emergency exists, Tenant has abandoned or surrendered the leased premises, or Tenant consents, at the time of an entry that is not during normal business hours, to the entry.

**13.00 Locks and Keys.** Tenant may not change or add any lock to the leased premises without obtaining Landlord's prior written consent and without providing Landlord with a key to the changed or added lock.

**14.00 Assignment and Subletting.** Tenant may not assign this lease or sublet all or any portion of the leased premises, without the prior written consent of Landlord. The consent of Landlord to any one assignment or subletting shall not be deemed to be consent by Landlord to any subsequent assignment or subletting. Any assignment or subletting without Landlord's prior written consent shall be void and shall, at Landlord's option, terminate this lease.

**15.00 Default by Tenant.** Landlord and Tenant agree that every condition, covenant, and provision of this lease is material and reasonable. Any breach by Tenant of a condition, covenant, or provision of this lease will constitute a material breach. For any material breach by Tenant, Landlord may provide Tenant with a written three-day notice that describes the breach and demands that Tenant cure the default (if a cure is possible). If Tenant does not cure the default within the three days, or if a cure is not possible, this lease will be terminated. Termination of this lease for a breach by Tenant will not occur unless the events described in this paragraph occur.

**16.00 Name and Address of Owner.** The owner of the leased premises is \_\_\_\_\_. Owner's usual street address and phone number is \_\_\_\_\_. The person who is authorized to manage the leased premises is \_\_\_\_\_. His or her mailing address and phone number is \_\_\_\_\_.

**17.00 Notices.** Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this lease or by law to be served on or given to either party to this lease by the other party shall be in writing and shall be deemed to be served when personally delivered to the party to whom the notice is directed or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Tenant at \_\_\_\_\_ St., Santa Cruz, CA 95\_\_\_\_, or to Landlord at \_\_\_\_\_.

\_\_\_\_\_. Either party to this lease may change their address for purposes of this paragraph by giving written notice of the change to the other party in the manner provided in this paragraph.

**18.00 Waiver.** The waiver by Landlord of any breach by Tenant of any of the provisions of this lease shall not constitute a continuing waiver or a waiver of any subsequent breach by Tenant either of the same or of another provision of this lease. Landlord's acceptance of rent following a breach by Tenant of any provision of this lease, with or without Landlord's knowledge of the breach, will not be deemed to be a waiver of Landlord's right to enforce any provision of this lease.

**19.00 Attorneys' Fees.** If any legal action or proceeding arising out of or relating to this lease is brought by either party to this lease, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

**20.00 Binding on Heirs and Successors.** This lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Landlord and Tenant; provided, however, that nothing in this paragraph shall be construed as a consent by Landlord to any assignment of this lease or any interest in it by Tenant.

**21.00 Time of Essence.** Time is expressly declared to be of the essence in this lease.

**22.00 Sole and Only Agreement.** This instrument is the full, complete, sole, final, and exclusive agreement of the parties concerning the matters covered by this Agreement and the rights granted and duties undertaken as between the parties. There is no other agreement between the parties respecting the subject matter of this Agreement or the rights, duties, promises, and undertakings of the parties. Any statement, representation, promise, or undertaking made prior to or contemporaneously with the execution of this Agreement shall be void and of no effect, or to be held to have merged or been superseded by the terms and conditions of this Agreement. Any statement, promise, or representation made to or by any party, or made to or by an

employee, attorney, servant, agent or representative of any party, respecting the matters set forth in this Agreement shall not be valid or binding as to these parties unless it is specifically contained in this Agreement. Any oral representation, modification, or change concerning this Agreement, or the terms or conditions of this Agreement, shall be of no force and effect, except for a subsequent modification being reduced to writing and signed by the parties to this Agreement.

Executed on \_\_\_\_\_, 20\_\_, at Santa Cruz, Santa Cruz County, California.

\_\_\_\_\_  
By: LANDLORD

\_\_\_\_\_  
By: TENANT  
Exhibit "A"  
Inspection Checklist





## Acknowledgements

The ADU Manual and Prototype designs are the result of a partnership between the City of Santa Cruz, the California Pollution Control Financing Authority, and the community. Prototype designs were presented and discussed at five community workshops that were taped and edited for broadcast on Santa Cruz's community access channel.

### City Council

Mayor Emily Reilly  
Vice Mayor Scott Kennedy  
Councilmember Tim Fitzmaurice  
Councilmember Cynthia Mathews  
Councilmember Ed Porter  
Councilmember Mark Primack  
Councilmember Mike Rotkin

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### Community Television of Santa Cruz

Peter McGettigan

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RACESTUDIO

### ADU Prototype Architects

David Baker + Partners, Architects  
Boone/Low Architects and Planners  
CCS Architecture  
Peterson Architects  
Mark Primack Architect  
Eve Reynolds Architect  
SixEight Design

### ADU Prototype Engineer

Mesiti-Miller Engineering, Inc.

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