

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
FEE PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**ACCESSORY DWELLING UNIT PERMIT APPLICATION**  
**SINGLE-FAMILY RESIDENCE**

Please complete this application form and submit a \$943 application fee for construction of one accessory dwelling unit or one junior accessory dwelling unit on a property with an existing single-family residence. A \$26 records management fee is included in the application fee.

**Property Owner Information**

Name(s) of Property Owner(s) _____	
Address of Property _____	Zip Code: _____
Mailing Address of Property Owner(s) (if different from above) _____	
_____ City, State, Zip Code: _____	
Telephone Number _____	Preferred Contact Method: _____
Mobile Number _____	Email _____

**Design Professional/Property Owner Agent Information**

Name of Design Professional/Agent _____	
Address of Design Professional/Agent _____	
_____ City, State, Zip Code: _____	
Telephone Number _____	Preferred Contact Method: _____
Mobile Number _____	Email _____
Professional License Number _____	Expiration Date _____
Piedmont Business License Number _____	Expiration Date _____
(required for all design professionals/contractors/engineers/agents)	
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)	

Detailed Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate what steps you have taken to discuss this project with your neighbors prior to submittal (not required, but encouraged):

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Please indicate what steps you have taken to discuss this project with city staff prior to submittal: \_\_\_\_\_

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### **Accessory Dwelling Unit Permit Requirement**

An accessory dwelling unit (ADU) and a junior accessory dwelling unit (JADU) are allowed on any parcel in the City that has a primary single-family residence, subject to the issuance of an Accessory Dwelling Unit Permit. No subdivision of land is permitted that would result in an ADU or a JADU being located on a separate parcel, unless each parcel meets all of the zoning requirements of the zoning district in which it is located. All ADUs and JADUs require approval and the submittal of a completed Accessory Dwelling Unit Permit Application:

### **Ministerial Review (No public hearing and no public notification.)**

- **Application processing time.** State law requires that the City of Piedmont act on an application to create an ADU or a JADU within 60 days from receipt of a completed ADU and building permit application. The City may delay acting on a permit application where the lot does not already have an existing single family or multi-family dwelling, until the application for the single-family or multi-family dwelling is processed. Note that the City of Piedmont requires approval of a building permit and an ADU permit to construct an ADU or JADU, so for the purpose of determining the 60 day period, the City will not deem an application package for an ADU or JADU complete until the City has received a complete [building permit application](#) as well as an ADU permit application.

Have you applied for a building permit for the ADU or JADU?      **YES**      **NO**

- **All accessory dwelling unit applications are reviewed ministerially.** The Director shall review each application ministerially to determine if the development standards in section 17.38.060 are met, and shall within 60 days of a completed application approve or deny the application, except if the application to create an ADU or a JADU is submitted with an application to create a new primary dwelling unit on the lot, the Director shall delay acting on the permit application for the ADU or the JADU until permits for the new single-family dwelling are approved. The Director will review the accessory dwelling unit application without public notice or public hearing. The time period for review may be tolled at the request of the applicant.

### **Development Standards (section 17.38.060)**

The following are the development standards for an ADU or JADU.

(a) Size:

An attached accessory dwelling unit may not exceed 50% of the existing living area up to a maximum of 850 square feet, or 1,000 square feet if the accessory dwelling unit will include more than one bedroom, except where a restriction to 50% of existing living area would result in a maximum size of less than 800 square feet, an attached accessory dwelling unit of no more than 800 square feet shall be permitted, subject to the zoning regulations and development standards in this section. A detached accessory dwelling unit may not exceed 850 square feet, or 1,000 square feet if the accessory dwelling unit will include more than one bedroom. The minimum floor area for an accessory dwelling unit shall be 150 square feet.

- **Accessory Dwelling Units that require an Exception to Unit Size Requirements (section 17.38.070.C).** If your application does not meet the unit size development standards, you may request an exception to unit size pursuant to section 17.38.070. If requesting an exception to unit size, your application is considered ineligible from those standards waiving structure coverage, landscape coverage, and FAR requirements of the zoning district pursuant to section

17.38.060.B.6 subsection f. of the City Code. All applications that propose an exception to the unit size standards are subject to all other requirements of the underlying zoning district. An exception to unit size is not permitted for a JADU.

A junior accessory dwelling unit may have a maximum of 500 square feet in size and shall be contained within a single family residence or accessory structure, with a separate entrance. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure, but shall include an efficiency kitchen that provides for a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit. An expansion of not more of 150 square feet shall be permitted for purposes of accommodating ingress and egress.

Please circle which of the following the application is proposing:

ACCESSORY DWELLING UNIT (ADU)      JUNIOR ACCESSORY DWELLING UNIT (JADU)

What is the size of the proposed accessory or junior accessory dwelling unit? \_\_\_\_\_ square feet

How many bedrooms are in the proposed accessory or junior accessory dwelling unit? \_\_\_\_\_ bedrooms

Pursuant to section 17.38.060.D, a property is permitted to have an accessory dwelling unit and a junior accessory dwelling unit onsite. Does the property currently contain an accessory dwelling unit or junior accessory dwelling unit? \_\_\_\_\_

Does the proposal meet the unit size standard?    YES    NO

If no, your application requires an exception from the unit size requirement under sections 17.38.050.B.2.a and 17.38.070.C:

IF THE ADU INCLUDES:	EXPANSION UP TO 1000 SQ. FT.	EXPANSION UNIT UP TO 1,200 SQ. FT.
One bedroom or less	Imposition of covenants requiring an affordable rent level to households of low income	Imposition of covenants requiring an affordable rent level to households of very low income
More than one bedroom	N/A	Imposition of covenants requiring an affordable rent level to households of very low income

Please note that no exception from unit size is allowed for a JADU.

- (b) Floor Area Ratio, Lot Coverage, and Landscaping: An accessory dwelling unit of up to 800 square feet in area shall have no maximum lot coverage and floor area ratio requirements, and no minimum landscaping requirements. This does not apply to JADUs. (Please note that if an approved ADU in excess of lot coverage, floor area ratio, and landscape limits may have consequences for subsequent applications to expand the primary dwelling unit.) If a proposed accessory dwelling unit is more than 800 square feet in unit size, the lot coverage, landscaping, or floor area ratio requirements shall be that of the underlying zoning district. If the proposed accessory dwelling unit is over 800 square feet, please provide the following information:

What is the proposed size of the accessory dwelling unit? \_\_\_\_\_ square feet.

What is the lot size? \_\_\_\_\_ square feet.

In which zone is your property located? Circle one:    A    C    D    or    E

Please complete items 1 through 3 on the following page if the proposed ADU exceeds 800 s.f. in area.

1. **Floor Area Ratio:**

The proposed total floor area for all habitable structures (including all habitable floors of the primary residence, existing accessory dwelling units, including junior accessory dwelling units, and proposed accessory dwelling unit, including proposed junior accessory dwelling unit, some basement and attic areas, but excluding the garage) shall be less than or equal to the following percentages for lot sizes in Zone A and Zone E (§17.20.040 and 17.28.040):

- 55% for 0 – 5,000 sq. ft. lots
- 50% for 5,001 – 10,000 sq. ft. lots
- 45% for 10,001 and greater sq. ft. lots

What is the *existing* floor area ratio for the subject property? \_\_\_\_\_%

What is the *proposed* floor area ratio for the subject property? \_\_\_\_\_%

2. **Lot Coverage:**

A maximum 40% of the lot may be covered by structures (including the primary residence, accessory dwelling unit, garage, decks, structural stairs, etc. – see definitions for structure and coverage in §17.90.010 and 17.90.0202).

What is the *existing* structure coverage for the subject property? \_\_\_\_\_%

What is the *proposed* structure coverage for the subject property? \_\_\_\_\_%

3. **Landscape:**

A minimum of 30% of the lot must be landscaped within Zones A, C, and D and 40% within Zone E. Landscape is defined in §17.090.010 and includes the planting, irrigation, and maintenance of land with living plants and other organic materials (ponds, bark mulch, etc.).

What is the *existing* landscape coverage for the subject property? \_\_\_\_\_%

What is the *proposed* landscape coverage for the subject property? \_\_\_\_\_%

(c) **Setbacks.** For new construction, the dimension of the street yard setback shall be at least 20 feet, measured from the property line to the edge of the public right-of-way. What is/are the City street(s) adjacent to your property? \_\_\_\_\_

What is/are the setback dimension(s) measured from the street property line to the footprint (§17.90.020) of the new construction? \_\_\_\_\_

Does the proposal meet the front and other street yard setback standard?      YES      NO

The dimensions of the side and rear yard setbacks (not adjacent to a street) shall be at least 4 feet measured to an ADU in Zones A, C, D, and E. What are the side and rear yard setback dimensions measured from the property line to the footprint of existing and proposed ADU construction?

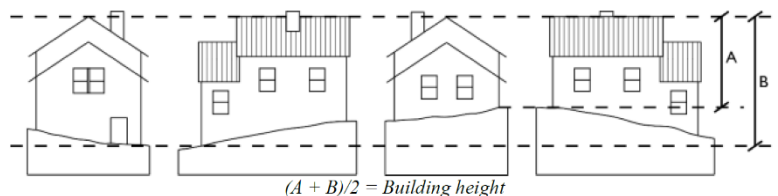
Existing Structures  
 Right side yard \_\_\_\_\_  
 Left side yard \_\_\_\_\_  
 Rear yard \_\_\_\_\_

Proposed ADU Construction  
 Right side yard \_\_\_\_\_  
 Left side yard \_\_\_\_\_  
 Rear yard \_\_\_\_\_

Does the *proposal* meet the side and rear yard setback standards?      YES      NO

(d) **Building Height**

A detached accessory dwelling unit shall not exceed a building height of 16 feet. *Building height* is measured from the average level of the highest and lowest point of that portion of the ground covered



by the footprint of the building to the highest point of the roof edge, penthouse, mechanical equipment, or parapet wall.

- (e) **Parking.** Pursuant to section 17.38.060.B.6.a and 17.38.060.C.2.e, when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or JADU or converted to an ADU or JADU, the City shall not require the replacement of off-street parking spaces.

**DEVELOPMENT STANDARDS AND DESIGN GUIDELINES CHECKLIST**

Please complete the following table to quickly determine if the proposed ADU or JADU meets the City of Piedmont’s basic City Code and Design Guidelines requirements.

<b>Does the proposal meet the requirement? Circle one.</b>	<b>Development Standards and Design Guidelines Requirements</b>
Yes or No	<b>Height limit.</b> All ADUs and JADUs have a maximum height of 16 feet (average) measured from grade.
Yes or No	<b>Setbacks.</b> The setback for an ADU is 4 feet from the side and rear property lines. ADUs are not permitted to be constructed within the 20-foot-street yard setback, unless it is within an existing structure’s envelope.
Yes or No	<b>ADU unit size.</b> The proposed attached ADU may not exceed 50% of the existing living area up to a maximum 850 square feet, or 1,000 square feet if the unit will include more than one bedroom. However, an attached or detached ADU of a maximum size of 800 square feet shall be permitted subject to the ADU development standards.
Yes or No	<b>ADU unit size exception.</b> If the unit falls under the unit size exception standards listed on page 3 of the application form, please circle Yes - a covenant is required.
Yes or No	<b>JADU unit size.</b> A JADU may have a maximum of 500 square feet in size and shall be contained within a single family residence or accessory structure with a separate entrance. The JADU must contain kitchen facilities but may share sanitation facilities with the existing structure. An expansion of not more than 150 square feet shall be permitted for purposes of accommodating ingress and egress.
Yes or No	<b>Fence or vegetative screen.</b> A 6-foot-tall, solid wood fence or equivalent vegetative screen shall be provided on the property line adjacent to a new detached ADU or ADU in a new residential addition and along the path of travel from the public right-of-way. An “equivalent vegetative screen” means a minimum 6-foot-tall hedge or shrubs, 2-foot-wide, provided with irrigation. The property owner shall guarantee the life of the vegetative screen for a period of 10 years.
Yes or No	<b>Location of entry door.</b> The entry door to an ADU shall not be on the same façade as the entrance to the main residence. Entrances closer than 10 feet measured to a side or rear property line shall be located on a wall facing the public right-of-way or a wall facing the interior of the property. An entry door that reuses an existing door on the main residence or a detached structure is not subject to these requirements.
Yes or No	<b>Balcony, patio, or deck height.</b> The construction of any new balcony, patio, and/or deck greater than 30 inches above grade is not permitted.
Yes or No	<b>Window glazing.</b> The construction of any new windows within 10 feet of, and on a wall facing, an adjacent dwelling shall have frosted and translucent glazing, unless a window is installed so that the height at the top is less than the height of required fencing or vegetative screen.
Yes or No	<b>Exterior lighting.</b> All exterior lighting shall be shielded, downward directed, and located only at exterior doors and along the path of travel from the public right-of-way.

**OWNER ACKNOWLEDGEMENTS**

**Authorization of Accessory Dwelling Unit Permit Application Submittal** My signature below signifies that I:

- Have reviewed the Accessory Dwelling Unit Code (Division 17.38) and have provided all applicable information per the attached Accessory Dwelling Unit Permit Submittal Checklist.
- Have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on your property deed and show on your site plan*) \_\_\_\_\_  
\_\_\_\_\_
- Believe the information provided in this application is accurate to the best of my knowledge.
- Am aware that City staff and City officials will be on my property to view the proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms etc.*)  
\_\_\_\_\_
- Understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes may require a new application. Once approved, the time limit for an Accessory Dwelling Unit Permit may not be extended.
- Understand that if there is a third party administrative, legal or equitable action challenging the project approvals, including CEQA issues, that I, the Property Owner, shall defend and indemnify the City against any liability, fees and costs arising out of the defense, including the costs of City’s own counsel. If such an action is filed, the Property Owner and City shall then enter into an agreement regarding selection of counsel and other provisions related to the defense. For this purpose, "City" includes the City and its elected and appointed officials, agents, officers and employees.
- Understand that Accessory Dwelling Units are prohibited from being used as a Short-Term Rental as provided in City Codes section 17.40.030.A.
- Understand that once an ADU or JADU is approved, any future development proposals may be limited by the parking (or lack of parking), structure coverage, landscape coverage, and floor area ratio of the property including the approved ADU and/or JADU.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_  
 \_\_\_\_\_ date \_\_\_\_\_

**Agent Authorization**

This authorization permits City staff to contact your agent if necessary.

<p>I authorize _____ to act as my agent (architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.</p> <p>➤ SIGNATURE(S) OF PROPERTY OWNER(S) _____ date _____          _____ date _____</p>
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## ACCESSORY DWELLING UNIT PERMIT SUBMITTAL CHECKLIST

- \_\_\_ Application form signed by property owner(s)
- \_\_\_ Application Fee + any additional fees advised by staff (by check or online by credit card)

**Please submit plans to [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov)** with this application for an initial staff review for completeness. If you wish to submit hard copies of plans, they must be folded, no larger than 24"x 36", and to scale. For a complete list of submittal requirements please see section 2.06 of the Piedmont Design Guidelines. Unless otherwise determined by staff, plans submitted for an ACCESSORY DWELLING UNIT PERMIT must include:

Please label all drawings and supporting documents with the property's address, name of the designer, and the date.

- \_\_\_ **Site Survey** (preferred scale 1/8")  
Please dimension and show coordinates for all lot lines, show the location of street right-of-way, show the location of all existing structures, fences, retaining walls, significant trees with a minimum of 12" trunk diameter, show grade elevations at building corners, show existing floor elevations, show existing roof eave and roof peak elevations, show utilities and easements, provide contour lines at a minimum of 2 ft. intervals, and provide a north arrow.
- \_\_\_ **Existing Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance *Sec. 17.90.020.*). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property. Please show a North arrow, label adjacent streets, and call out existing features.
- \_\_\_ **Proposed Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing and proposed structures, retaining walls, fences, site features, mechanical equipment, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing and proposed structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance *Sec. 17.90.020.*). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property, and any changes proposed to these features. Please show a North arrow, show grade changes at the property line, label adjacent streets, and call out existing features and proposed modifications.
- \_\_\_ **Roof Plans (Existing and Proposed)** (preferred scale 1/8")  
Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and gutters. Roof plans may be shown on the site plans. Please specify all existing and proposed roof materials.
- \_\_\_ **Existing Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Show the removal of any existing features, including roofs, walls, ceilings, windows, doors, built-in-cabinets, appliances, fixtures and parking spaces. Please show a north arrow and label the floor level.

- \_\_\_\_\_ **Proposed Floor Plans** (preferred scale 1/4")

Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Please show a north arrow, label the floor level, and call out proposed modifications. **Show each proposed floorplan either side by side with the corresponding existing plan or with a contrasting outline of the existing construction shown on the proposed plan.**
  
- \_\_\_\_\_ **Existing Elevations** (preferred scale 1/4")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average existing building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as “existing” and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side).
  
- \_\_\_\_\_ **Proposed Elevations** (preferred scale 1/4")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters, mechanical equipment, and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as “proposed” and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side). **Please show each proposed exterior elevation either side by side on the same page as the corresponding existing exterior elevation, or in a manner where a contrasting outline of the existing construction is shown on the proposed elevation, if possible.**
  
- \_\_\_\_\_ **Building Section: When required for additions and new construction** (Preferred scale ¼")

Please provide a minimum one building cross section showing the relationship between existing and new construction, and/ or new construction and existing grade.
  
- \_\_\_\_\_ **Window Schedule**

If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, a typical window detail in a partial wall section showing the window recess dimension from the face of the exterior wall, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites). At the discretion of the Planning Director, a window schedule can be omitted only if all the above information is otherwise provided.
  
- \_\_\_\_\_ **Graphic Calculations (1 set only - for proposals over 800 square feet)**

Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on the permit application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:

  - \_\_\_\_\_ **Existing and proposed lot coverage/structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Zoning Ordinance Sec. 17.90.020.
  - \_\_\_\_\_ **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Zoning Ordinance Sec. 17.90.020.



\_\_\_\_\_ **Existing and proposed floor area ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area, please see Zoning Ordinance *Sec. 17.90.020*.

\_\_\_\_\_ **Photographs**

Please provide photographs of the front (street), rear and side views of the existing structures on the subject property. Please also provide a front (street) view of the structures on the two adjacent properties. The photographs may be placed either on a standard permit application sheet size and be part of the submittal package, or may be placed on 8 ½” x 11” sheets as an accompanying submittal package.

\_\_\_\_\_ **Landscape Plans (When required by Zoning Ordinance Sec. 17.34.)**

Landscape Plans should include lot lines, indicate landscape areas, identification of vegetation, the location of all structures and hardscape surfaces. The landscape plans may also include a plant list including the size and spacing of plants to be installed and the location of proposed planting. Landscape plans must also address irrigation and comply with the *California Water Efficient Landscape Ordinance*.

\_\_\_\_\_ **Reach Code Compliance**

If your proposed project has a stated value cost of over \$25,000, expands the roof area by at least 30%, affects the electrical panel, or alters the kitchen or laundry room; you may be affected by building code requirements for energy efficiency. Please visit the webpage below and click on “Checklist for requirements” to see if your project is affected:

**Webpage:** ([https://piedmont.ca.gov/services\\_departments/planning\\_building/about\\_building\\_](https://piedmont.ca.gov/services_departments/planning_building/about_building_))

Or **PDF:**

([https://piedmont.ca.gov/UserFiles/Servers/Server\\_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf](https://piedmont.ca.gov/UserFiles/Servers/Server_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf)).

**Prior to Submitting an Application**

If you believe that any of the above requirements do not pertain to your project, please contact the Planning Department at (510) 420-3050 or at [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov) to make an appointment to meet with a planner. Applicants and their agents (architect, contractor, engineer, etc.) are encouraged to discuss the application with the Planning staff early in the planning process. Planning staff will be happy to review all procedures with you and answer any questions you have. There is no fee charged for any meetings or discussions prior to the submittal of an application fee.

**Information Notes to All Applicants:**

PG & E regulations, specifically Electric Rule 18 and Gas Rule 18, require all ADUs, either detached or part of the main house, to have electric and gas service separate from the main house. If the ADU is all electric, no gas meter or supply is necessary. We recommend that applicants or their contractors contact PG&E directly to determine the requirements and fees for installing separate utility connections for a new ADU.

For any changes to an approved ADU permit application, a change to approved accessory dwelling unit application will be required. Please contact the Planning Department for assistance.

**Upon approval, the following documents will be required:**

\_\_\_\_\_ **Notarized Declaration of Rent Restrictions** (for applications pursuant to section 17.38.070)

\_\_\_\_\_ **Affordable Rent Certification** (for discretionary applications pursuant to section 17.38.070)

\_\_\_\_\_ **Change of Address Form** (to update records used by emergency personnel, utility companies, etc.)

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# City of Piedmont

CALIFORNIA

## Stormwater Requirements Checklist for Small Projects

- All applicants for Staff or Planning Commission Design Review must complete and submit this form.

Municipal Regional Stormwater Permit (MRP)  
 Order No. R2-2009-0074 ; Order No. R2-2011-0083; NPDES No. CAS612008

**Purpose:** The Alameda Countywide National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit, which is issued and enforced by the San Francisco Regional Water Quality Control Board, requires that the City of Piedmont, as a member agency of the Alameda Countywide Clean Water Program, track and report the development of impervious surfaces.

**Impervious Surfaces** include any surface that cannot be effectively (easily) penetrated by water, thereby resulting in runoff. Examples: pavement (asphalt, concrete, etc.), buildings/structures, decks, driveways, swimming pools, and on-grade paths.

**Permeable Surfaces** include pervious concrete, porous asphalt, sand-set unit pavers, and granular materials.

### A. Applicant Information

A.1 Property Owner Name: \_\_\_\_\_

A.2 Project Address: \_\_\_\_\_  
Number Street City Zip Code

A.3 Mailing Address: \_\_\_\_\_  
*(If different from above)* Number Street City State Zip Code

A.4 Property Owner Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

A.5 Architect/Contractor: \_\_\_\_\_  
Name Phone Number

\_\_\_\_\_  
Address City Zip Code Email Address

### B. Project Information

B.1 Total Lot Area in Sq. Ft.: \_\_\_\_\_ APN #: \_\_\_\_\_

B.2 Please select the correct description of the project from one of the six selections below:

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>B.2.a The project proposes no disturbance to the site (only changes to the interior, existing roof and/or existing walls). <i>(MRP Provision C.3.b.ii.(1)(b) and C.3.b.ii.(3))</i><br/>           ⇒ The project is exempt from MRP provisions. Please complete section F of this form.</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>B.2.b The project proposes to disturb the site and will create and/or replace less than 2,500 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i><br/>           ⇒ The project is exempt from MRP provisions but you are encouraged to incorporate into your plans one or more of the design measures listed under section C of this form. Please complete section E of this form, which notes Construction Site Control requirements.</p>               |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>B.2.c The project is a new or existing single-family home project that proposes to create and/or replace 2,500 square feet or more of impervious surface. <i>(MRP Provision C.3.i.i)</i><br/>           ⇒ Please complete sections C and E of this form, both of which note the stormwater protection requirements for the project.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>B.2.d The project is commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i><br/>           ⇒ Please complete sections C and E of this form, both of which note the stormwater protection requirements for the project.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>B.2.e The project proposes to create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site) and is a restaurant, auto service facility, retail gasoline outlet, or uncovered parking lot. <i>(MRP Provision C.3.b.ii(1))</i></p>   |

⇒ The project is regulated. Please complete sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.

- B.2.f The project is a commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 10,000 square feet or more of impervious surface (collectively over the entire project site). (*MRP Provision C.3.b.ii(2 and 3)*)

⇒ The project is regulated. Please complete sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.

### C. Small Projects and Single-Family Home Projects

MRP Provision C.3.i requires single-family home projects that create and/or replace 2,500 square feet or more of impervious surface; and all commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public projects, which create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface, to install **one** or more of the site design measures listed under C.2.

C.1 The project proposes to create and/or replace \_\_\_\_\_ square feet of impervious surface.

C.2 Please indicate which of the following six site design measures are incorporated into the project plans:

Yes No Plan Sheet # Site Design Measure

- \_\_\_\_\_ Direct roof runoff into cisterns or rain barrels for reuse.
- \_\_\_\_\_ Direct roof runoff onto vegetated areas.
- \_\_\_\_\_ Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
- \_\_\_\_\_ Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
- \_\_\_\_\_ Construct sidewalks, walkways, and/or patios with permeable surfaces.
- \_\_\_\_\_ Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.

### D. Regulated Projects

MRP Provision C.3.b requires Regulated Projects to implement Low Impact Development (LID) source control, site design, and stormwater treatment onsite or at a joint stormwater treatment facility in accordance with MRP Provisions C.3.c and C.3.d, unless the Provision C.3.e alternate compliance options are evoked.

D.1 The project proposes to create and/or replace \_\_\_\_\_ square feet of impervious surface.

D.2 Please contact City staff for a Stormwater Requirements Checklist for Regulated Projects, which you must complete and submit.

Yes

- I have completed and attached a Stormwater Requirements Checklist for Regulated Projects

### E. Construction Site Best Management Practices and Control Measures

Yes No

- I understand that because the project proposes to disturb the site, the Chief Building Official may require the implementation of appropriate and effective erosion and other construction pollutant controls (Best Management Practices, BMPs) by the project's construction site operators/developers as outlined under MRP Provision C.6.

### F. Owner Signature

I declare under penalty of perjury, that to the best of my knowledge, the information presented herein is accurate and complete. Incorrect information may delay my project application(s) and/or permit(s).

---

Signature of Property Owner

Date

More information on the Alameda County Clean Water Program and additional literature such as *Stormwater Requirements Checklist for Regulated Projects*, *C3 Builder's Outreach 2012 Update*, *C3 Technical Guidance Manual*, and *Construction Best Management Practices* are available at [www.ci.piedmont.ca.us](http://www.ci.piedmont.ca.us) and <http://cleanwaterprogram.org>.

**City of Piedmont**  
**RENT-RESTRICTED ACCESSORY DWELLING UNIT**  
**ANNUAL AFFORDABLE RENT CERTIFICATION**

This Certification is to be completed on an annual basis, effective each December 31 and submitted by the Owner concurrently with the Owner's application for and/or renewal of the City's business license, and upon any change in occupancy or any change in the composition of the accessory dwelling unit household. Please provide all required information below.

Primary Unit Address: \_\_\_\_\_

Rent-Restricted Accessory Dwelling Unit for (please check one):

Low Income Households       Very Low Income Households       Extremely Low Income Households

Accessory Dwelling Unit Type (please check one):

Studio       1-Bedroom       2-Bedroom       3-Bedroom

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Is accessory dwelling unit currently occupied?    Yes \_\_\_\_\_                      No \_\_\_\_\_

If the accessory dwelling unit is rented, date current lease expires \_\_\_\_\_

*Please provide a copy of the written lease agreement, if any.*

Monthly Rent for the Accessory Dwelling Unit\*: \$ \_\_\_\_\_

Utilities Provided by Owner, the cost of which is Included in the Monthly Rent:

\_\_\_\_ Electricity

\_\_\_\_ Gas

\_\_\_\_ Water and Sewer Service

\_\_\_\_ Garbage Collection

I declare, under penalty of perjury under the laws of the State of California, that the foregoing statements are true of my own knowledge.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\* As per your Declaration of Rent Restrictions, the accessory dwelling unit must be rented to an extremely low, very low or low income household at an affordable rent level. The California Department of Housing and Community Development defines these income categories and establishes State Income Limits on an annual basis. Please see the Planning Staff for a copy of current State Income Limits and a schedule of Maximum Affordable Rent Levels.

Tenant's Name (if applicable): \_\_\_\_\_

Accessory Dwelling Unit Occupants' Mailing Address: \_\_\_\_\_

Number of Occupants in the Accessory Dwelling Unit: \_\_\_\_\_

Occupants:

	Name	Age
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

***Accessory Dwelling Unit Household's Gross Annual Income***  
**Include only income from occupants age 18 and over.**

	Occupant 1	Occupant 2	Occupant 3
Wages	_____	_____	_____
Child/Spousal Support (deduct if paid out)	_____	_____	_____
Social Security Benefits	_____	_____	_____
Pensions and Annuities	_____	_____	_____
Unemployment Compensation	_____	_____	_____
Welfare	_____	_____	_____
Disability Benefits	_____	_____	_____
VA Benefits	_____	_____	_____
IRA Distributions	_____	_____	_____
Interest and Dividends	_____	_____	_____
Business Net Income	_____	_____	_____
Capital Gains	_____	_____	_____
Other Income	_____	_____	_____
TOTAL	_____	_____	_____

I declare, under penalty of perjury under the laws of the State of California, that the foregoing statements are true of my own knowledge.

\_\_\_\_\_  
Signature of Accessory Dwelling Unit Occupant

\_\_\_\_\_  
Date

RECORDING REQUESTED BY And when recorded return to:  Director of Public Works City of Piedmont 120 Vista Avenue Piedmont, CA 94611	
GOV. CODE: 27383	ADDRESS: APN:

**DECLARATION OF RENT RESTRICTIONS**

**FOR A \_\_\_\_\_ INCOME ACCESSORY DWELLING UNIT AT \_\_\_\_\_ , PIEDMONT, CALIFORNIA**

Property address:  
APN #  
Unit type:           Income  
Property description attached as Exhibit A

A.     Background. I am/We are the owners ("Owner") of real property described above and in Exhibit A. Owner applied to the City for an accessory dwelling unit permit under Chapter 17.38 of the Piedmont Municipal Code. The City approved Owner's application No. \_\_\_\_\_ with a unit size exception, under Piedmont Municipal Code section 17.38.070.C, subject to certain conditions of approval and the signing and recording of this Declaration in the Office of the County Recorder of Alameda County.

Condition of Approval No. \_\_\_\_\_ states:

*[state condition related to rent restriction. Condition should be drafted to include the key requirements, though you can refer to the Code for definitions, so as not to unnecessarily lengthen this document.]*

B.     Ten-year term. This restriction remains in effect for ten years from the date of recordation and is then automatically terminated.

C.     Rent Restriction. Owner agrees to restrict the rental or occupancy of the accessory dwelling unit to households that qualify as \_\_\_\_\_ , as that term is defined in Piedmont Municipal Code section 17.38.020. If rent is charged for the accessory dwelling unit, the monthly rent and all utilities (electricity, gas, water, sewer service, garbage collection) for the accessory dwelling unit shall not exceed the maximum affordable rent level. If all utilities for the accessory dwelling unit are separately metered and billed to the tenant, the maximum rent may not exceed 90% of the maximum affordable rent level.

D. Binding on successors. Owner voluntarily requested approval of the accessory dwelling unit subject to these rent restrictions, and understands that the recording of this Declaration allows Owner to construct and maintain the accessory dwelling unit in the City. Owner declares that the Property shall be held and conveyed subject to these restrictions. These restrictions shall run with the land and are binding on successors in interest to the Property.

E. Annual Affordable Rent Certification. During the ten years this Declaration is in effect, Owner agrees to submit an annual Affordable Rent Certification to the City by each December 31st, as required by Municipal Code section 17.38.070.C.2.a.ii.

F. Enforcement; Costs; Penalties. Owner agrees that if Owner violates the terms of this Declaration, the City may pursue any remedies permitted by law. The City may recover reasonable attorney's fees and costs incurred in bringing legal action to enforce this Declaration. It may also recover from Owner any rents received during any unauthorized occupancy of the accessory dwelling unit. Owner remains subject to section 17.38, the Accessory Dwelling Unit Ordinance and if Owner does not comply with the rent restrictions in this Declaration, Owner may be required to modify the Property so as to remove the accessory dwelling unit.

G. No amendment. Any amendment or cancelation of this Declaration before the ten-year term has expired is subject to the written approval of the City.

---

\*Property Owner Signature

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\*Property Owner Signature

---

Print Name

---

Print Name

---

Date

---

Date

\*Owner signature(s) must be acknowledged before a notary public.



**Exhibit "A"**

**Description**

All that certain real property situated in the City of Piedmont, County of Alameda, State of California described as follows:

Commonly known as:

Alameda County APN Number: