



## ADU PLAN-CHECKLIST

For multi-unit buildings, please review Planning Code Section [207\(c\)\(4\)](#) ([FAQ: waiver program](#)), which describes exceptions to the Planning Code for adding units to the property. For single-family homes, please review Planning Code Section [207\(c\)\(6\)](#) ([FAQ: no waiver program](#)) and [207\(c\)\(4\)](#) ([FAQ: waiver program](#)) for exceptions and eligibility to add one ADU to the property. Please note, a project may be able to add dwelling unit(s) within the density limits for a property, as long as all Planning Code controls can be met, without enrollment in the ADU program.

The Checklist below includes an overview of Planning Department’s requirements. Please note, while this Checklist is consistently updated, it may not reflect recent changes. Please visit Planning’s ADU Counter No. 38 at DBI’s 5<sup>th</sup> Floor, located at 1660 Mission Street, to consult with an ADU Planner. More resources may be found on the [Planning Department website](#).

Look up your property and zoning information on the [Property Information Map](#).

Project Data				
Property Address:				Block/Lot:
Zoning:		Preservation:	A/B/C	Art. 10 or 11

Additional Applications Required?		
Required?	Type of Application	Trigger
Yes <input checked="" type="checkbox"/>	<b>Project Application</b>	A Project Application is required in conjunction with any permit or supplemental applications listed below. This application includes an Environmental Evaluation Screening Form to identify whether the project will require any additional studies or supplemental applications that relate to the existing environment. Some triggers include excavation in sensitive geographical zones.
Yes <input type="checkbox"/>	<b>Variance</b>	For ADUs, administrative exceptions, or waivers, are available for reduced exposure. A very small number of projects may find that the ADU still cannot meet these reduced dimensional Code requirements and require a Variance to proceed. The applicant is required to seek and justify a Variance based on five hardship criteria for any work that does not comply with the Planning Code.
Yes <input type="checkbox"/>	<b>Certificate of Appropriateness (CoA)</b>	A Full CoA Application is required for exterior changes or additions to individually designated local Landmarks or properties located within designated Landmark Districts per Article 10 of the Planning Code to be approved by the Historic Preservation Commission (HPC). Please review <a href="#">HPC Motion No. 0349</a> (Guideline No. 19) for design guidelines and for determining scopes of work that qualify for staff level (ACoA) review, which does not require HPC approval, when adding an ADU(s).
Yes <input type="checkbox"/>	<b>Permit to Alter (PTA)</b>	A PTA Application is required for exterior changes or additions to individually designated properties or properties located within Conservation Districts per Article 11 of the Planning Code to be approved by the Historic Preservation Commission (HPC). Please review <a href="#">HPC Motion No. 0349</a> (Guideline No. 19) for design guidelines and for determining scopes of work that qualify for staff level (ACoA) review, which does not require HPC approval, when adding an ADU(s).

Expansion		
Required?	Planning Code Section	Trigger
Yes <input type="checkbox"/>	<a href="#">311</a> <a href="#">312</a>	<a href="#">Neighborhood Notification Handout</a>
Yes <input type="checkbox"/>	N/A	<a href="#">Planning Department Pre-Application Meeting</a>

			<p>require Neighborhood Notification, but does require a Pre-App Meeting with adjacent neighbors.</p> <ul style="list-style-type: none"> <li>For other expansions, a Pre-Application Meeting may be required prior to submittal of permit application. Please review Pre-App Meeting Handout for scopes of work that require this meeting to be conducted by the Sponsor.</li> </ul>
Yes <input type="checkbox"/>	<a href="#">311</a>	<a href="#">Residential Design Guidelines</a>	Any expansion and/or publically visible alterations will require consistency with the Residential Design Guidelines if located within RH-, RM-, and RTO- districts.
Yes <input type="checkbox"/>	N/A	<a href="#">Urban Design Guidelines</a>	Any expansion and/or publically visible alterations will require consistency with the Urban Design Guidelines for all districts outside of RH-, RM-, RTO-, M-, and PDR-districts.
Yes <input type="checkbox"/>	<a href="#">260</a>	Height Limit	Maximum height limits per zoning district.

Planning Requirements			
Applicable?	Planning Code Section		Requirement
Yes <input type="checkbox"/>	N/A	Historic Preservation	Expansions or publically visible alterations will be reviewed for consistency with the <a href="#">Secretary of Interior's Standards for Rehabilitation</a> , if the property is rated Category A or B. Most ADU alterations do not require additional applications.
Yes <input type="checkbox"/>	<a href="#">132</a>	Front Setback (per Planning Code & Legislated)	The required front setback is the average of the two adjacent properties' front setbacks. Please dimension the required front setback of the subject property.
Yes <input type="checkbox"/>	<a href="#">132(g)</a>	Green Landscaping	20% of the front setback requirement is required to be landscaped. The permeable surface may be inclusive of the area counted towards the landscaping requirement; provided, however, that turf pavers or similar planted hardscapes shall be counted only toward the permeable surface requirement and not the landscape requirement.
Yes <input type="checkbox"/>	<a href="#">132(h)</a>	Permeability	50% of the front setback area is required to

			be permeable.
Yes <input type="checkbox"/>	<a href="#">133</a>	Side Setback	Certain side setbacks are required in RH-1(D) Zoning Districts Only.
Yes <input type="checkbox"/>	<a href="#">134</a>	Rear Yard	Each zoning district has minimum rear yard requirements. Please dimension the required rear yard setback on the site plan. If your proposal includes an addition, rear yard dimension is required to ensure the addition is located within the buildable area of the lot or fits into a “permitted obstruction” envelope.
Yes <input type="checkbox"/>	<a href="#">135</a>	Open Space	Each zoning district has minimum usable open space requirements.
Yes <input type="checkbox"/>	<a href="#">136</a>	Permitted Obstructions	Certain elements are permitted within the required front setback, rear yard or usable open space.
Yes <input type="checkbox"/>	<a href="#">140</a>	Dwelling Unit Exposure	Units must face a code-compliant rear yard, a street measuring minimum 20 feet in width, or open area that is 25' x 25' on the ground floor and expands at subsequent floors. The ZA may grant a waiver for reduced exposure requirements, see details in the Waiver Table below.
Yes <input type="checkbox"/>	<a href="#">151</a>	Required Off-Street Vehicle Parking	The Planning Code allows for substitution of any required off-street vehicle parking with Code-compliant bicycle parking.  1) In most Zoning Districts, addition of two or more ADUs, requires two or more parking spaces. 2) Within the Bernal Heights Special Use District adding an amount of square footage of Usable Floor Area requires additional parking. See Code for details.  The ZA may grant a waiver for required off-street vehicle parking.  Dimensions (PC Sec 154): *Standard: 8'x18' *Compact: 7.5'x15'
Yes <input type="checkbox"/>	<a href="#">155.2</a>	Bicycle Parking	Bicycle parking is required if existing, required off-street vehicle parking is retained. See other triggers for bicycle

			parking requirements in <a href="#">ZA Bulletin No. 9</a> .
Yes <input type="checkbox"/>	<a href="#">144</a>	Street Frontage	Only applicable in RH, RTO, RTO-M, RM Districts. Includes requirements related to entrances to off-street vehicle parking and architectural features.
Yes <input type="checkbox"/>	<a href="#">144.1</a>	Moderation of Building Frontages	Only applicable in RM-1, 2 Districts with a lot width greater than 35 feet. Includes requirements to pedestrian entrances to ADUs.

<b>ADDITIONAL CONSIDERATIONS FOR SOME ZONING DISTRICTS &amp; SOWS</b>			
<b>Parking, Curb Cuts</b>			
Is there a proposal for a modified curb cut – specifically to be reduced in size?			
<a href="#">Department Guidelines for Adding Garages and Curb Cuts</a> . If removing one of the off-street parking space garages is proposed, then the curb cut must be brought up to Department standards for size and therefore reduced to no wider than 10 feet including the aprons.			
Is there a proposal for a new curb cut?			
Yes <input checked="" type="checkbox"/>	<a href="#">155(r)</a>	Curb Cuts	Limitations and restrictions on certain streets.
Are there open parking areas visible from public right of way?			
Yes <input type="checkbox"/>	<a href="#">142</a>	Parking Screening & Greening	Screening of Parking areas may be required.
Is there noncomplying parking?			
Yes <input type="checkbox"/>	<a href="#">151.1</a>	Permitted Off-Street Parking	Parking maximums
<b>Only Applicable in RTO, Polk Street NCD, Pacific Avenue NCD, and NCT Zoning Districts</b>			
<input type="checkbox"/>	<a href="#">207.6</a>	Required Min. Dwelling Unit Mix	Only applicable when adding 5+ new units. This requirement does not apply to existing units.
<input type="checkbox"/>	<a href="#">207.8</a>	Division of Dwelling Unit	Includes certain restrictions.
<b>Number of ADUs in Project – Thresholds for Additional Requirements</b>			
If the project proposes <b>10 or more new ADUs</b>			
<input type="checkbox"/>	<a href="#">207.7</a>	Required Dwelling Unit Mix	Only applicable when adding 10+ new units. This requirement does not apply to existing units.
<input type="checkbox"/>	<a href="#">415</a>	Inclusionary Affordable Housing	Affordability requirements of Section 415 apply.
<a href="#">First Source Hiring Checklist</a>			Required if 10+ new units.
<a href="#">Anti-Discrimination Housing Affidavit</a>			Required if 10+ new units.
<a href="#">Transportation Demand Management (TDM) application</a>			Required if 10+ new units.
If proposing <b>25+ new ADUs</b> , a <a href="#">Preliminary Project Assessment</a> (PPA) is required before proceeding.			

### Planning Impact Fees

The addition of dwelling units or floor area may trigger the assessment of Impact Fees. Please reference the [Impact Fee Register](#) to determine whether your project will trigger any fees. If triggered, the fees will be collected by the Central Permit Bureau upon issuance of the permit. Impact fees may be required for adding one or more dwelling units through the addition of gross floor area to the site. The most common impact fee that is applicable with adding dwelling unit permits is the Childcare Residential Fee (Section 414A). However, there are other impact fees also applicable if the project is located within a Plan Area. Please work with a key ADU Planner for more details.

### Administrative Waiver Review

The checklist below is not required for submittal. It is provided as an overview of possible waivers that may be granted by the Zoning Administrator and to help determine whether the project qualifies for the “no-waiver” or “waiver” program. If the project is not *Compliant* with current requirements, a *Waiver* is required to be granted by the ZA.

Compliant	Waiver	Planning Code Section		Comments
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Article 2</a>	Density	Waiver required if ADU exceeds density limits in Zoning District.
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">151</a>	Required Off-Street Vehicle Parking	<p>The Planning Code allows for substitution of any required off-street vehicle parking with bicycle parking. Waivers to the number of required vehicle parking spaces may be granted if Code-compliant bicycle parking cannot satisfy this requirement.</p> <ul style="list-style-type: none"> <li>In some districts, the addition of 2+ ADUs is a major alteration (or if in Bernal Heights SUD, based on sq footage), therefore requiring 1 off-street vehicle parking space per unit added. This may be waived.</li> <li>The addition of 1 ADU is not considered a major alteration; therefore, no additional off-street vehicle parking is required.</li> <li>In some districts, off-street vehicle parking is required. A waiver may be granted when removing this existing required off-street vehicle parking for ADUs.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">134</a>	Rear Yard	Conversion of a rear yard structure into a new ADU requires a Waiver. Some zoning districts require a rear yard at the lowest level of residential use; establishing ADUs at the ground level may require a Waiver.
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">135</a>	Open Space	<p>Waiver required if project does not comply with the usable open space requirements of Section 135.</p> <ul style="list-style-type: none"> <li>Section 135 includes additional standards for common and private open space, which include</li> </ul>

				<p>minimum horizontal dimensions, square footage, and slope.</p> <ul style="list-style-type: none"> <li>• Ensure access to open space is maintained for existing units.</li> <li>• Per Sec 135(d)(2), for dwelling units less than 350SF plus a bathroom, the open space requirement is reduced to 1/3 of total.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">140</a>	Dwelling Unit Exposure	<p>Units must face a code-compliant rear yard, street that is minimum 20' in width, or open area that is 25' x 25' on the ground floor and expands at subsequent floors. The ZA may grant a waiver to reduce the exposure requirement for an ADU so that qualifying windows may face an open area that is no less than 225 sf in size, has no horizontal dimension less than 9', and is open to the sky with exception of permitted obstructions outlined in Section 140 of the Planning Code.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">155.2</a>	Bicycle Parking ( <a href="#">ZAB #9</a> )	<p>Waivers may be granted for some reduced dimensional requirements when adding ADUs in existing buildings including:</p> <ul style="list-style-type: none"> <li>• Existing corridors no less than 3 feet</li> <li>• 100% vertical parking</li> </ul>
<p>If a project is Compliant with all of the abovementioned waivers, it may likely qualify to add dwelling unit(s) within density limits for the property, without enrollment in the ADU Program. Please consult with dedicated ADU Planner for more information.</p>				