



Introduction

This handout summarizes Accessory Dwelling Unit (ADU) requirements and the process for obtaining an ADU.

What are the standards for an ADU?

- The square footage of the unit cannot exceed 50% of the existing residence or 1,200 square feet (whichever is less)
- ADUs cannot be smaller than an efficiency unit (150 square feet)
- The design shall match the existing residence (materials, mass, landscaping, etc...)
- The property owner must occupy either the primary residence or the ADU. A covenant will be required to be recorded on the property
- Parking requirements must be met (Section 17.24.040)
- Additional requirements are in Section 17.06.050 of the [Temecula Municipal Code](#)

Why do I need an application?

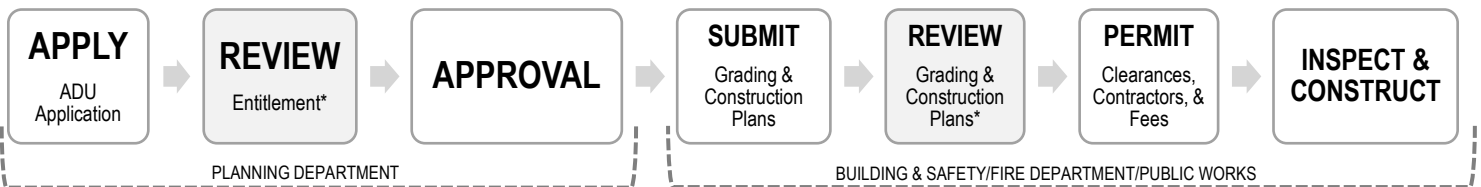
An ADU application ensures that all ADUs meet the design and regulatory standards. This includes:

- | | |
|-------------------------------|---------------------|
| • Development Code compliance | • Setbacks |
| • General Plan compliance | • Landscaping |
| • Design (bulk and mass) | • Parking |
| • Lot coverage | • Materials |
| • Height | • Design guidelines |

When is an ADU application required?

An ADU application must be filed and approved in order to construct an additional dwelling unit on a lot with an existing single-family residence that provides independent living facilities for one or more persons.

What does the process (generally) look like?



*A review will result in an approval OR corrections. Corrections will require resubmittal prior to the next step. Every project is unique and additional steps/requirements may be required.

How much will an ADU cost?

The total cost of an ADU depends on various factors (size, complexity, & location). Once you have basic details about your proposed ADU (size, location, etc...) we suggest that you obtain applicable fees from:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Water/Sewer Districts | <input type="checkbox"/> HOAs |
| <input type="checkbox"/> Building and Safety | <input type="checkbox"/> Riverside County Health Department (septic) | <input type="checkbox"/> Architects |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Southern California Edison (SCE) | <input type="checkbox"/> Engineers |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Temecula Valley Unified School District | <input type="checkbox"/> Contractors |

How do I apply for an ADU?

Complete the attached application and provide all required documentation. If you have questions about the required documentation, please contact our staff at 951-694-6400. Visit [TemeculaCA.gov/fees](#) for a fee schedule.



APPLICANT ✓	STAFF ✓	ADU	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to ensure all documentation is provided upon submittal.
# OF COPIES				
		1	A	Complete/signed application and filing fee
		1	B	A digital copy of all project files in PDF format or JPEG/PNG format (CD or USB)
		1	C	A draft of the proposed ADU covenant
		6	D	Site Plan
		6	E	Floor Plan
		6	F	Proposed ADU Elevations
		1	G	Color Photos of Existing Residence
		2	H	Preliminary Title Report with all referenced supporting documents
		6	I	Conceptual Grading Plan (consult with Public Works to determine if this is required)
		2	J	Preliminary Soils and Geotechnical Report (consult with Public Works to determine if this is required)
		2	K	Water Quality Management Plan
BEFORE SUBMITTING PLEASE REMEMBER				
<p>Fees: Fees will be required to submit your application. Visit TemeculaCA.gov/fees for fee information. Please contact a Planner at 951-694-6400 with any fee related questions. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc).</p> <p>Appointment: Prior to your submittal, please contact the Community Development Department to schedule an appointment at 951-694-6400.</p>				



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

**ACCESSORY
DWELLING UNIT (ADU)**

SECTION A	APPLICATION
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PROJECT INFORMATION

Project Title

Project Description

Street Address(es)	General Location/Cross Streets
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Assessor's Parcel Number(s)

ADDITIONAL PROJECT INFORMATION

Square Footage of Existing Home

Square Footage of Proposed ADU (*this is limited to 50% of existing unit or 1,200 square feet, whichever is less*)

Zoning	General Plan
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APPLICATION CONTINUED ON NEXT PAGE →

FOR STAFF USE

PLANNING APP. NO.	DATE STAMP	REC'D BY

APPLICANT/REPRESENTATIVE

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
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E-mail

PROPERTY OWNER

First Name	Middle Name	Last
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Street Address

City	State	Zip	Phone
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E-mail

SIGNATURES AND CERTIFICATIONS

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature →	Date
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I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature →	Date
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NOTE

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

SECTION B**DIGITAL COPY**

Provide a digital copy (PDF) of all project files. All PDF files must follow the below requirements:

- Unlocked & unencrypted PDF format
- Merged or flattened
- The same sheet size shall be utilized (for plans)

SECTION C**ADU COVENANT**

A draft Microsoft Word document is available at TemeculaCA.gov/ADU. Please provide a **draft** of the proposed ADU covenant by filling out all appropriate sections of ADU covenant and include the document in your submittal. Please do not record the document until staff has reviewed the covenant and approved the ADU.

SECTION D**SITE PLAN**

Scale: Engineering scale not to exceed 1"=20'. The following information shall be included on the plan:

- Name, address, and phone and fax number of applicant, owner, architect and/or engineer.
- Graphic scale (with bar scale) and north arrow.
- Vicinity map.
- Date Site Plan was prepared.

- A data table in the following order that includes:

<ul style="list-style-type: none"><input type="checkbox"/> Assessors Parcel Number<input type="checkbox"/> Street Address<input type="checkbox"/> Zoning designation<input type="checkbox"/> General Plan designation<input type="checkbox"/> Lot Coverage<input type="checkbox"/> Site area (gross and net acreage)<input type="checkbox"/> Legal description of the property. (i.e. Tract / Parcel Map and Lot(s)/parcel(s))<input type="checkbox"/> Number of parking spaces provided<input type="checkbox"/> Occupancy classification (per California Building Code)<input type="checkbox"/> Type of construction (per California Code)<input type="checkbox"/> Indicated if building has sprinklers and/or alarm<input type="checkbox"/> Number of stories<input type="checkbox"/> Height of building<input type="checkbox"/> Date of site plan preparation<input type="checkbox"/> Square footage of existing residence<input type="checkbox"/> Square footage of proposed ADU

- Overall dimensions of the property
- Property lines and dimensions. (Metes and bound)
- Location and dimension of the following:
 - All existing and proposed structures, including building setbacks
 - All structures, driveways, parking spaces, trees and adjoining property lines within 50 feet of the perimeter of the subject property
 - Existing or proposed fire hydrants and Fire Department connections both onsite and within 100' of the project site
 - All walls and fences

SECTION E**FLOOR PLAN**

Scale: The scale used on the floor plans shall be no less than 1/4" per foot. Plans must be fully dimensioned. Large projects shall be no less than 1/8" per foot with 1/4" per foot details). The Floor plans shall illustrate all proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:

- Proposed use for each room
- Proposed square footage for each room
- Clearly label, dimension and identify:
 - Restrooms
 - Exits
 - Doors
 - Hallways
 - Patio
 - Stairs

SECTION F**ELEVATIONS**

Scale: No less than 1/4" (large projects no less than 1/8" with 1/4" details).

Illustrative building elevations showing all sides of proposed (and existing, if applicable) buildings and structures. The following information shall be included on the plans:

- Name, address and phone number, of the applicant, architect and/or engineer.
- Materials and color schemes.
- Location of building address and signs.

- Shading, as applicable, to give the elevations some graphic dimension.
- Roof top mechanical equipment screens.
- A schedule for colors and materials (which corresponds to the color and material board) and specific location of their use.

SECTION G	COLOR PHOTOS
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Provide 8 1/2" x 11" color photos from the north, south, east, and west with (with the directions labeled).

SECTION H	PRELIMINARY TITLE
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Provide a digital copy of the preliminary title report with all referenced and supporting documents. Applicants can obtain preliminary title reports from real estate professionals or title companies.

SECTION I	GRADING PLAN
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If applicable: Scale: Engineering scale not to exceed 1"=40'.

On large scale drawings, 1"=20', or larger it will generally be desirable to include the conceptual grading of the site on the site plan in lieu of a separate drawing. For larger, more complicated sites drawn at a smaller scale (i.e., 1"=40'), a separate conceptual grading plan should be submitted. A Registered Civil Engineer shall prepare grading plans.

The following information shall be included on the plan:

- Title Block
 - Name, address, and phone and fax number, of applicant, owner and engineer
- Legend, north arrow, bar and graphic scale, vicinity map
- Data Table
 - Assessor's Parcel Number(s)
 - Project Name
 - Legal description (i.e. Tract/Parcel Map and lot/parcel)
 - Approximate earthwork quantities (CY)
 - Date and Source of Topography (should be current)
- Metes and bounds (i.e. bearing and distance)
- Location and dimensions of all existing and proposed easements
- Location and dimension of all existing and proposed public improvements, including cross sections
- Existing topography, proposed grades, and natural features to 50 feet from the perimeter of the subject property
- Delineation of special hazard zones (i.e., FEMA floodplains, floodways, earthquake faults and liquefaction zones)
- Pad and finished floor elevations
- Drainage facilities
- Americans with Disabilities Act (ADA) path of travel

SECTION J	PRELIMINARY SOILS AND GEOTECHNICAL REPORT
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If applicable: Please provide a Soils and Geotechnical Report. Consult with the Temecula Public Works Department to see if this is applicable to your project. Phone: 951-694-6405 Website: TemeculaCA.gov/374

SECTION K	WATER QUALITY MANAGEMENT PLAN FORMS
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State and regional water quality permits require the completion of applicable water quality documents. At minimum, projects will be required to provide Appendix A.1 which can be downloaded and filled-out at the following URL:

- TemeculaCA.gov/WQMPA1

Additional forms may be required based on the answers and steps outlined in the above form. Please contact our Public Works team at 951-694-6400 for assistance or visit TemeculaCA.gov/WQMP for more information.