



**Junior/Accessory Dwelling Unit (J/ADU)
Zoning Verification Review Form**

Community and Economic
Development Department
567 El Camino Real
San Bruno CA, 94066
Phone: 650-616-7074

For official use only

Date submitted:	Fees Paid:	Development Impact Fee (DIF): <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable
Application number:	Check No:	

Requirements for the Proposed J/ADU and the Primary Residence - Must Accompany Submission

<input type="checkbox"/>	Existing and Proposed Site Plan showing project data, property lines and setbacks (1/8"-1')	<input type="checkbox"/>	Existing and Proposed Cross Sections (1/4"-1')
<input type="checkbox"/>	Existing and Proposed Floor Plans (1/4"-1')	<input type="checkbox"/>	Photographs of the Site and Adjacent Properties
<input type="checkbox"/>	Existing and Proposed Elevations showing maximum height and building materials (1/4"-1')	<input type="checkbox"/>	Declaration of Deed (For JADUs only)
<input type="checkbox"/>	Proof of Payment = \$925	<input type="checkbox"/>	Accessory Dwelling Unit Zoning Verification Review Checklist (See page 3)
<input type="checkbox"/>	The submission set shall include a: 1) Full size 24"x36" plan set (1 copy), 2) Reduced 11"x17" plan set (1 copy), 3) Electronic copy of plans saved in a CD or flash drive.		

The San Bruno J/ADU Zoning Verification Review can now be initiated and processed online. Please follow the steps as indicated here - https://www.sanbruno.ca.gov/gov/city_departments/commdev/planning_division/applications.htm

Applicant Information and Existing Site Information

Owner name and contact (Required)	Name:	Phone:
	Email:	
Applicant name and contact	Name:	Phone:
	Email:	
Address of primary residence:	Zoning District: (Check here or contact planning staff)	
Lot Size:	Area of existing house (garage + living area):	
Existing ADU or a housekeeping unit on the property:	Yes <input type="checkbox"/> If yes, ADU size:	No <input type="checkbox"/>

Proposed ADU/JADU Information

Size of proposed ADU/JADU	Area:			
Type	Attached	<input type="checkbox"/>	# of bedrooms:	
	Detached	<input type="checkbox"/>	# of bedrooms:	
	Internal Conversion	<input type="checkbox"/>	# of bedrooms:	
	Garage Conversion	<input type="checkbox"/>	# of bedrooms:	
Proposed Setbacks	Front:	Rear:	Side 1:	Side 2:
Is a second story ADU proposed?	Yes <input type="checkbox"/> Proposed Height:		No <input type="checkbox"/>	
Is a JADU* proposed?	Yes <input type="checkbox"/> Proposed Area:		No <input type="checkbox"/>	



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Project Address: _____ APN: _____

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are independent and semi-independent dwelling units with complete or partial provisions for sleeping, cooking, and sanitation permitted to be constructed on properties with existing or proposed single-family dwellings pursuant to State law – Government Code Sections 65852.2 and 65852.22. This ADU Zoning Verification Review checklist process is an eligibility screening by the Planning Division to ensure compliance with ADU regulations prior to filing a building permit application. ADU Zoning Verification Review – Below area development standards for ADUs/JADUs. Please indicate whether the proposed project meet these standards by checking boxes for each section. Please submit a completed copy of this checklist with your submission requirements.

Does the JADU/ADU meet the following development standards?	Eligibility (check one)	
1. <u>Zoning</u> . Is the project located within a residential or mixed use zoning district and contains an existing or proposed single family residence on the property? Check zoning here .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. <u>Number of ADUs</u> : Properties with existing or proposed single-family residences are limited to one ADU and one JADU. Will the project site not exceed allowed number of ADUs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. <u>Setbacks</u> : detached and attached new ADUs shall be required to maintain the following setbacks listed below: a) Interior side: 4-Feet b) Rear yard: 4-Feet c) Front yard: Conform to underlying zoning district d) Setback from other structure: 6-Feet Will the ADU/JADU conform to all minimum required setbacks? *Note: No setbacks are required for ADU/JADU conversions for existing, permitted structures.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
4. <u>Maximum Unit Sizes and Floor Area</u> . ADUs. Is the proposed ADU equal to or less than the following? • 850 square-feet for 1 bedrooms and studios; • 1,000 square-feet for 2 or more bedrooms; • If ADU exceeds thresholds above, ADUs shall not exceed 50% of the total floor area of the primary dwelling or 1,200 square-feet whichever is less JADUs. Is the proposed JADU equal to or less than 500 square-feet? JADUs are internal conversions of existing space and are allowed up to 150 square-feet of additional floor area limited to accommodating ingress and egress but shall not exceed the maximum above.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. <u>Building Height</u> . Detached ADUs shall be limited to 16-feet in height. ADUs attached to primary structures shall not exceed the height allowed by the underlying zoning district. No limit for conversions within existing, permitted structures. Will the proposed ADU be less than maximum height?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>

6. <u>Easements</u> The ADU/JADU shall not be proposed into any existing Public Utility Easement (P.U.E) or any other easements. Existing storage sheds, workshops within a Public Utility Easements shall not be allowed to be converted into ADUs. Will the proposed ADU/JADU comply with the easement requirement?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
7. <u>Cooking Facilities.</u> JADUs are required to include an efficiency kitchen* which shall include a cooking facility with appliances, and a food preparation counter and storage cabinets. Will the proposed JADU have the required elements of an efficiency kitchen?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
8. <u>Unit Connection and Entrances.</u> ADUs. Shall be required to have a separate, independent exterior entrance separate than the primary residence. JADUs. Shall be required to have internal connection to primary residence and shall be required to have separate exterior access. Does the ADU/JADU meet the egress, access, and internal connection requirements?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
9. <u>Separate Sale.</u> Non-qualifying ADUs and JADUs shall not be sold or otherwise conveyed separate from the primary residence. Does the applicant and property owner acknowledge this requirement? To qualify, the primary dwelling and the ADU are to be built by a qualified non-profit corporation whose mission is to provide units to low-income households (Gov. Code Section 65852.26).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
10. <u>Owner Occupancy.</u> For JADUs only- the property owner shall always reside in either the primary residence or new JADU. A deed restriction shall be recorded with the County of San Mateo Clerk-Recorder's Office prior to building permit issuance for JADUs. Does the applicant and property owner acknowledge this requirement?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>
12. <u>Summary.</u> This project meets all requirements listed above.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	No <input type="checkbox"/>

I, undersigned, hereby apply for ADU Zoning Verification Review as set forth in the above information, and certify that the above information in the form and checklist, to the best of my knowledge, is true and correct.

Signature and Date (Applicant): _____

Signature and Date (Owner): _____

*Efficiency Kitchen – Pursuant to section 65852.22 of the Government Code Junior Accessory Dwelling Units are required to include an efficiency kitchen, which shall include all of the following, i) a cooking facility with appliances, and ii) a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.