



PRE- APPROVED ADU MASTER PLAN SUBMITTAL CHECKLIST

Building Department

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For the past several years, the State of California has encouraged local city and county jurisdictions to create housing opportunities to help keep up with the State's population growth. One of the ways local jurisdictions are trying to meet the State's population growth is through the allowance of Accessory Dwelling Units. An "Accessory Dwelling Unit (ADU)" is defined as an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing residence. An ADU includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling. ADU's are permitted in zone districts that allow single-family or multi-family residential uses on lots developed with existing or proposed dwellings subject to first obtaining approval of building permit(s) through the applicable local government jurisdiction.

Property owners have the option of designing and building their own ADU proposal at their cost. However, the City of Lathrop has developed a program to encourage the construction of ADU's by offering property owners a selection of three (3) detached Pre-Approved ADU Plan options that are developed in compliance with the latest codes. Selecting one of these Pre-Approved ADU Plan options may exempt an ADU proposal from being subject to payment of certain development impact fees (i.e. sewer and water connections – depending how connections are made, etc.). Any desired modification to these Pre-Approved ADU Plan options is not permitted. These Pre-Approved ADU Plan options are available through the City's website and the permits are administered through the City's Building Division.

The following information and documentation must be submitted electronically to the Building Department before your application for an ADU can be processed. Failure to submit all of the applicable information listed below may result in a delay in processing time, or rejection of your submittal due to incompleteness.

- **A Completed Building Permit Application** for each ADU per lot, with Application Plan Review Fees due at the time of submittal. If you select a Pre-Approved ADU Plan option, the initial Review Fee for the ADU Permit Application is \$222.00. However, if you elect to construct a customized ADU plan instead, please refer to the [Residential Submittal Guidelines Checklist](#) for the application review fees and requirements. Final Permit Fees will be invoiced via email before Issuance.
 - A. Note that School District Fees and Fire Department Fees are separately invoiced by their respective jurisdictions and will not be invoiced with the Building Permit Fees, but must be paid before Issuance.**
 - B. All Fields on the Permit Application that are required include:**
 - i. APN & Project Address
 - ii. All Fields under Property Owner
 - iii. All Fields under Description of Work
 - a. Sprinklers: Y or N
 - b. Type of Construction & Occupancy Group
 - iv. Description Must Include:
 - a. Square Footage:
 - Livable
 - Porch/Patio
 - b. # of Bedrooms & Bath
 - c. Solar (if applicable): KW, Module Count, Valuation Cost

The following is the list of Plan Sheets and information required with an Accessory Dwelling Unit Permit application submittal. All plan sheets are required to be consolidated into one electronic .pdf file and submitted in the order:

1. **Site Plan** (Not including any of these items on the Plot Plan may result in Planning Dept. failing the review)
 - A. Drawn to Scale (i.e. 1 inch = 30 feet, etc.), Drawn By, Date Prepared
 - B. Assessor's Parcel Number, Address, Lot #
 - C. Lot Area, Building Coverage Calculation (Roof Cover divided by Lot Area)
 - D. Identify the following Square Footages:
 - a. Livable
 - b. Porch/Patio
 - E. Elevation Enhancement
 - F. Layout of existing and proposed Buildings and Driveways
 - G. Property Boundaries and Street Frontage
 - H. Property Setbacks: Distance between all existing and proposed structures and between all structures and exterior property lines
 - I. North Arrow
 - J. Water and Sewer Connections
 - K. Lot Drainage or Septic Locations
 - L. Lot Tree and Parkway Tree
 - M. Engineer Stamp Signed
 - N. Corner Lot (Street Side) Fence setback from back of sidewalk
2. **Floor Plans** with existing and proposed square footage and dimensions
 - A. All Floors
 - B. Square Footage summary and Dimensions
 - C. Must have Approved stamp from Building Department
3. **Exterior Elevations**
 - A. Front Side
 - B. Back Side
 - C. Side Yard
4. **Solar Plans** (if required, must be site specific & according to the approved plan)
 - A. Roof/Panel Layout
 - a. Identify the SOLAR zone area on the roof. **2022 CA Energy Code Section 110.10(b)1**
 - b. Identify the Azimuth in actual degrees. **2022 CA Energy Code Section 110.10(b)2**
 - i. All sections of Solar Zone located on steep sloped roofs shall be oriented between 90 and 300 degrees of True North
 - c. Fire Access Setbacks from Solar Panels
 - d. Electrical Panel, Junction Box, Utility Production Meter & Disconnect Locations
5. **Completion of the Erosion Sediment Control Plan (ESCP) form through the Public Works/Engineering Department.**
6. **Completion of the Liability Waiver Form - This form is required if the proposal utilizes a detached ADU Building Master Plan option.**
7. **If Fire Sprinklers are required for the ADU proposal, said proposal will be subject to additional fees payable to the Lathrop Manteca Fire District (LMFD).**

The following should also be included with each submission:

- **School Forms**
 - A. River Islands (School Form process is directly with the Banta & Tracy USDs, not required to submit with Building Applications)

B. All other areas of Lathrop (Non-River Islands)

- i. Manteca USD (Please reach out to the School District if Blank Forms are needed, the City does not provide these school forms)
 - a. Applicant obtains the fee for Development Impact Fees from the School District.
 - b. Three Part Form.
 - Applicant obtains School Form and fills out Part 1, then attach with Building Submittal
 - The City will complete Part 2 and send back to Applicant
 - Applicant will return School Forms to the District for payment. Send a copy of receipt to the Building Department for their records.