



**PRELIMINARY MINISTERIAL REVIEW (PMR) CLEARANCE –  
ACCESSORY DWELLING UNITS (ADUs)**

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

Permit #: \_\_\_\_\_

**PLANNING**

Approved  Denied

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** The PMR Clearance **DOES NOT** grant approval to construct an ADU. Its purpose is to confirm conformance with the objective development, design, and subdivision standards of the Municipal Code, and is required prior to applying for a Building Permit. The Building permit, which is also ministerial, is the formal permit required before ADUs can be constructed.

**For Staff Use Only**

General Information				
Project Location (Address):		Assessor's Parcel Number(s):		Zoning Designation (R-LD, R-MD, R-HD, other):
Applicant Name (Print):		Applicant Signature:		Phone Number:
Applicant Address:		City:	State:	Zip Code:
				Email:
Property Owner/Manager Name (Print):		Property Owner/Manager Signature:		Phone Number:
Property Owner /Manager Address:		City:	State:	Zip Code:
				Email:
Project Description				
Indicate the type, size in square feet (sf), and floor location of the proposed ADU				
<b>Type</b>	JADU ____	Converted ____	Attached ____	Detached ____
<b>Size</b>	____ sf	____ sf	____ sf	____ sf
<b>Conversion</b>	Portion of primary residence <input type="checkbox"/> Yes <input type="checkbox"/> No		Accessory structure <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Floor Location</b>	1 <sup>st</sup> floor ____	2 <sup>nd</sup> floor ____	1 <sup>st</sup> & 2 <sup>nd</sup> Floors ____	
Supplemental Questionnaire				
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>EXISTING CONDITIONS:</b> Is the property already developed? If so, is it a <input type="checkbox"/> single-family dwelling or <input type="checkbox"/> multi-family dwelling or <input type="checkbox"/> mixed-use building			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>EXISTING ADUs:</b> Are there currently any ADUs on site? If so, please state how many by type.			
	Converted # ____	Attached # ____	Detached # ____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>FLOOD ZONE:</b> Is the property located in the Flood Zone? If yes, a non-converted (new construction) ADU or a converted ADU whose valuation (improvement value) is higher than 50% of the value of the existing primary dwelling will be required to provide an Elevation Certificate and maintain improved levels at least 18-inches above the required flood elevation.			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>HISTORIC PRESERVATION:</b> Is the property listed in the city's historic resources inventory report? To verify, please check: <a href="http://cityofepa.org/DocumentCenter/View/829">http://cityofepa.org/DocumentCenter/View/829</a>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CODE ENFORCEMENT:</b> Does the property currently have an active code case with the City of East Palo Alto?			

<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>NONCONFORMING STRUCTURES</u></b>  Does the property have any nonconforming structure(s)? If yes,</p> <ol style="list-style-type: none"> <li>Were they constructed legally? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>When were they constructed? _____</li> </ol>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>UNPERMITTED STRUCTURES</u></b>  Does the property have any unpermitted structure(s) or appearance of unpermitted structures? If yes, were the unpermitted structures built before January 1, 2018?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>FIRE SPRINKLERS:</u></b>  Is the primary residence required to be protected by fire sprinklers? If yes, the ADU must have a fire sprinkler system.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>EXISTING ACCESSORY STRUCTURE:</u></b>  Will the project be converting an existing accessory structure into an ADU?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b><u>DEVELOPMENT IMPACT FEES:</u></b>  Is the proposed ADU greater than 750 square feet in size? If so, those that are <b>detached</b> will be subject to Development Impact Fees.(see Comprehensive fee schedule at this link:  <a href="http://east_palo_alto_master_fee_schedule_eff_07.01.2023.pdf">east_palo_alto_master_fee_schedule_eff_07.01.2023.pdf</a> (cityofepa.org))</p>

**OWNER / APPLICANT CERTIFICATION AND INDEMNIFICATION AGREEMENT**

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually and jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements placed on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature.

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of East Palo Alto, its agents, officers, council members, employees, boards, commissions, and Council from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of East Palo Alto shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney's fees incurred by the City in connection with the litigation.

**I have read and agree with all the above:**

\_\_\_\_\_

Date

\_\_\_\_\_

Owner's Signature

## ADDITIONAL NOTES AND REQUIREMENTS FOR THE APPLICANT

### PLANNING DIVISION:

1. The project shall be constructed in substantial compliance with the drawings and application materials submitted as part of the East Palo Alto zoning clearance application.
2. Modifications to the approved plans shall be subject to the approval of the Planning Manager
3. Prior to the issuance of the first building permit, applicable development impact fees shall be paid in full on the fee schedule in effect at the time of building permit issuance. Where construction of a project is phased, fees can be paid for each residential unit or building when the applicable building permit is issued.
4. The applicant is responsible for obtaining a new address assignment for the ADU with the Planning Division.
5. **If the property is located within the High-Risk Flood Zone**, the project must meet requirements of Chapter 15.52 of the East Palo Alto Municipal Code relating to floodplain management. The elevation of the proposed unit must be 18" above base flood elevation (BFE) and properly floodproofed and anchored according to the code. **An elevation certificate prepared by a licensed land surveyor will be required for new construction of an ADU. An appraisal report and a detailed cost estimate shall be submitted to determine if the value of the improvement or addition is 50% or more of the value of the primary structure.** The appraisal report shall clearly show the **value of the main structure** (not including the value of the land). The detailed cost estimate shall include **total value of work** (materials and labor).

### BUILDING DIVISION:

6. Building permit applications/building plans submitted on or after January 1, 2023, will have to be designed to the new 2022 California Building Codes.
7. Properly complete and submit the EPA Special Inspection form for any proposed work requiring special inspections as per CBC 1705. Link to access form:  
[https://www.cityofepa.org/sites/default/files/fileattachments/building/page/3771/special\\_inspection\\_testing\\_agency\\_fillabl\\_rn1632.pdf](https://www.cityofepa.org/sites/default/files/fileattachments/building/page/3771/special_inspection_testing_agency_fillabl_rn1632.pdf)
8. Complete Architectural plan sheets are required at the time of the permit submittal, which includes; electrical information, mechanical information, plumbing information, floor plan, elevation views and structural construction details which include brace wall or sheer wall panels and locations, truss information, headers, and foundation information.
9. Please imprint, on the submitted plans, the Construction Best Management Practices. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.
10. The applicant shall properly complete and incorporate, on plans, the 2022 CAL Green Mandatory Measures on the plans submitted for building permits. Forms are available on Building webpage ([www.cityofepa.org/building](http://www.cityofepa.org/building)):.
11. For properties with active code violations, the notice of violation (NOV) shall be imprinted on the plans.
12. Please note on plans: The City of East Palo Alto Municipal Code Section 15.04.125 limits construction activity to the following hours:  
Monday through Friday: 7:00 AM to 6:00 PM  
Saturday: 9:00 AM to 5:00 PM  
Sundays and national holidays: No activity allowed.
13. Applicable Development Impact Fees must be paid prior to permit issuance. Please refer to the Engineering Division for applicable impact fees.
14. Approval of this Project does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
  - a. Grading Permit and Improvement Plan
  - b. Fire Permit
  - c. School District Development Impact fee requirements
  - d. Sanitary District approval

## **ENGINEERING DIVISION:**

### **15. ENCROACHMENT PERMIT:**

The developer shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way. See the link below for an application. (EPAMC 13.06.200 and 13.06.280)

<https://www.cityofepa.org/publicworks/page/encroachment-permit>

### **16. TRAFFIC CONTROL:**

Activities that require temporary closures of sidewalks, vehicle and/or bike lanes, or other public paths shall require review and approval by the Engineering Division through an encroachment permit.

### **17. CONSTRUCTION VEHICLES, EQUIPMENT, AND MATERIALS:**

All construction related vehicles, equipment, and materials shall be managed on-site. At no time shall such items be parked or stored in the public right-of-way without an encroachment permit or written approval by the City Engineer.

### **18. GRADING PERMIT:**

Any grading over 150 cubic yards (cut + fill), or when the height of the site is increased or decreased more than 2 feet will require a grading permit. (EPAMC 15.48.030)

### **19. STORMWATER DRAINAGE:**

The project shall not create any negative impacts to adjacent properties such as cross-lot drainage. The project shall also mitigate any impacts to the public stormwater system through the installation of rain gardens, bubblers or other infiltration devices, swales, increasing of pervious areas, or other methods. (EPAMC 12.12.150 and 12.12.160)

### **20. FENCES/WALLS:**

No new or existing fence and/or wall shall be permitted outside of the property boundary lines. No new or existing concrete (or similar) wall and/or fence is permitted where there is a public easement. The removal of such existing structures shall be required prior to the issuance of any permits.


### **21. WATER METER:**

This project shall use the existing public water meter. Any additional water meters shall be purchased by the developer, maintained privately, and stored onsite.

### **22. SEWER CLEANOUT:**

If one does not already exist, the developer shall install a sanitary sewer cleanout at the front property line based on the standards of the sewer service provider for the property.

**FOR INFORMATION PURPOSES ONLY  
BUILDING PERMIT SUBMITTAL REQUIREMENTS**

 X	<b>Building Division ADU Application Submittal Checklist</b> <b>Note:</b> Applicant shall check off and reference corresponding Sheet number	<b>Copies required</b>
<input type="checkbox"/>	<b>Approved PMR Clearance Form– ADUs Form</b>	<b>1</b>
<input type="checkbox"/>	<b>Complete Building Permit Application</b>	<b>1</b>
<input type="checkbox"/>	<b>Elevation Certificate, if in the Flood Zone for any non-converted ADU project</b>	<b>1</b>
<input type="checkbox"/>	<b>CAL Green Residential Mandatory Checklist</b>	<b>1</b>
	<b>Construction Best Management Practices sheet (BMP)</b>	
	<b>Imprinted Notice of Violation (NOV) for properties with active code cases</b>	<b>1</b>
<input type="checkbox"/>	<b>Title 24 Energy Compliance Report</b>	<b>1</b>
<input type="checkbox"/>	<b>Manufactured Truss Calculations (if applicable)</b>	<b>1</b>
<input type="checkbox"/>	<b>Structural Calculations</b>	<b>1</b>
<input type="checkbox"/>	<b>Geotechnical/Soils Report (for ADUs over 700 square feet, or if on soils problematic areas)</b>	<b>1</b>
<input type="checkbox"/>	<b>Building Plan Set (1/4”-1’ scale, 18” x 24” min. but 36” x 48” size max.) consists of following:</b>	<b>1</b>
Sheet No.____	<p><b><u>Cover Sheet:</u></b></p> <ul style="list-style-type: none"> <li>o Project address and parcel number</li> <li>o Square footage of all proposed structures</li> <li>o Notate all deferred submittals on sheet</li> <li>o Sheet index</li> <li>o Note on plan: Project to comply with the most up-to-date CBC, CEC, CMC, CPC, CA Energy Code, CA Green Building Standards Code and East Palo Alto Municipal Code</li> <li>o Location map</li> <li>o Type of construction</li> <li>o Occupancy classification (R-3)</li> <li>o Detailed project scope</li> </ul>	
Sheet No.____	<p><b><u>Plot Plan:</u></b></p> <ul style="list-style-type: none"> <li>o Lot dimensions with property lines and any easements identified</li> <li>o Size and use of all structures on the lot</li> <li>o Show all site utilities (water/gas/sewer/storm)</li> <li>o Grades and elevation of site and building</li> <li>o Dimensions from structures to property lines (measured at right angles to structures)</li> </ul>	
Sheet No.____	<p><b><u>Architectural Sheets:</u></b></p> <ul style="list-style-type: none"> <li>o Cross section in each direction</li> <li>o Floor Plan (identify and dimension all room usage)</li> <li>o Window and door schedule</li> <li>o Structural Roof, floor framing and foundation plan sheets</li> <li>o Elevations from all sides of building with exterior material</li> <li>o Interior elevation</li> <li>o Truss configuration and locations</li> <li>o Show on plan, automatic garage openers installed must have a battery backup function</li> </ul>	
Sheet No.____	<p><b><u>Structural:</u></b></p> <ul style="list-style-type: none"> <li>o Include structural design criteria (design load, wind, seismic, etc.) on plan</li> <li>o Foundation Plan (anchorage, rebar, piers, etc.)</li> <li>o Roof Framing Plan and construction details</li> <li>o Structural details</li> <li>o Structural wall sections with construction details</li> <li>o Location, size and grad of all framing members to include location(s) of shearwalls</li> </ul>	

Sheet No. ____	<p><b><u>Electrical, Plumbing &amp; Mechanical Plans:</u></b></p> <ul style="list-style-type: none"> <li>o Fixture schedule</li> <li>o Main panel size and location, including subpanel(s)</li> <li>o Location of HVAC equipment and plumbing fixtures</li> <li>o Show all equipment, outlets, smoke/carbon monoxide alarms, switches, luminaires, etc. on the plan sheets</li> <li>o Location and type of water heating system</li> <li>o Gas pipe schematic (may be deferred)</li> </ul>
Sheet No. ____	<p><b><u>Prebaricated Roof Trusses (may be deferred):</u></b></p> <ul style="list-style-type: none"> <li>o Truss calculations must be reviewed/stamped by the individual responsible for the design of the structure</li> </ul>
Sheet No. ____	<p><b><u>Separate Plans &amp; Permits Required for the Following Types of Work:</u></b></p> <ul style="list-style-type: none"> <li>o <b><u>Automatic fire sprinklers and fire alarms</u></b></li> <li>o Structure demolition</li> <li>o Encroachment of public right-of-way</li> <li>o Revisions to the approved plan</li> </ul>

Note: This is not a complete list of all required submittals; additional information may be required after the initial plan review.