



City of East Palo Alto

Planning & Housing Division

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Accessory Dwelling Unit (ADU) and Junior ADU (Article 7, Section 18.96)

1. What is an Accessory Dwelling Unit (ADU) and Junior ADU (JADU)?

- An ADU is a separate dwelling structure that is either attached (connected to) or detached (not connected to) to the main house and has a full kitchen **and** full or partial bath.
- A JADU is 500 square feet or less in size and constructed within the walls or attached garage of a proposed or existing single-family residence. A JADU must include at least an efficiency kitchen. A JADU can have its own bathroom or shared bathroom with the main house

2. ADU Development Standards on Single-Family Lots

Size
<ul style="list-style-type: none">• Any ADUs, inclusive of a habitable basement and an attic, shall be no greater than 1,000 square feet.• An attached ADU shall not exceed 50% of the home not including the garage, provided it would not prohibit an 800-square foot unit.
Setback Requirements for New ADUs
<ul style="list-style-type: none">• Rear and side setbacks: 4 feet minimum from the property lines.• Front setback: subject to front setback requirement of the underlying zoning district.• Detached ADU to primary dwelling: 6 feet minimum, provided it would not prohibit an 800-square foot ADU.
Height
17 feet maximum in addition to any required elevation for floodproofing pursuant to Section 15.52.070(A) of the Municipal Code.
Site Coverage and Floor Area Ratio (FAR)
Construction of ADUs shall be subject to the site coverage and FAR requirements of the underlying zoning district provided it would not prohibit an 800-square foot ADU..
Access
The ADU shall be served by the same driveway access to the street as the existing main dwelling. Access via an alley may be allowed to a detached Accessory Dwelling Unit.
Entrance
If the ADU is attached to the main dwelling, both the ADU and the main dwelling unit must be served by a common entrance or a separate entrance to the second unit must be located on the side or at the rear of the main dwelling.
Open Space
A minimum of 50% of the remaining rear yard or 750 square feet of open space, whichever is <u>less restrictive</u> , shall be provided and maintained as usable rear yard open space with no permanent hardscape.

Parking
<ul style="list-style-type: none"> • ADU: one uncovered off-street parking space shall be provided. No parking requirement shall be imposed for the construction of an ADU if: <ol style="list-style-type: none"> a. The ADU is located within one-half mile walking distance of, and has a path of travel that is always publicly accessible to, public transit. b. The ADU is located within a significant historic district. c. The ADU is part of the existing primary house or an existing accessory structure. d. When on-street parking permits are required but not offered to the occupant of the accessory unit. e. Where there is a car share vehicle located within one block of the accessory unit. • JADU: No additional parking shall be required unless the unit is created in an attached garage.
Architectural Compatibilities
<ul style="list-style-type: none"> • The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the ADU shall be compatible with the existing unit. • An ADU located within a historic site shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- **Building Code** – The ADU shall comply with applicable building, health and fire codes.
- **Sewer** – The ADU shall be served by sanitary sewer.
- **Utilities** – Separate water, electric, gas, and sewer are required for the ADU.
- **Elevation Certificate** – An elevation certificate (EC) is required to be submitted for a project that proposes new or substantially improved construction in the special flood hazard area (SFHA).

3. Number of Accessory Units on Single-Family Lots

A JADU may be allowed on the same lot with an ADU, if the following criteria are met:

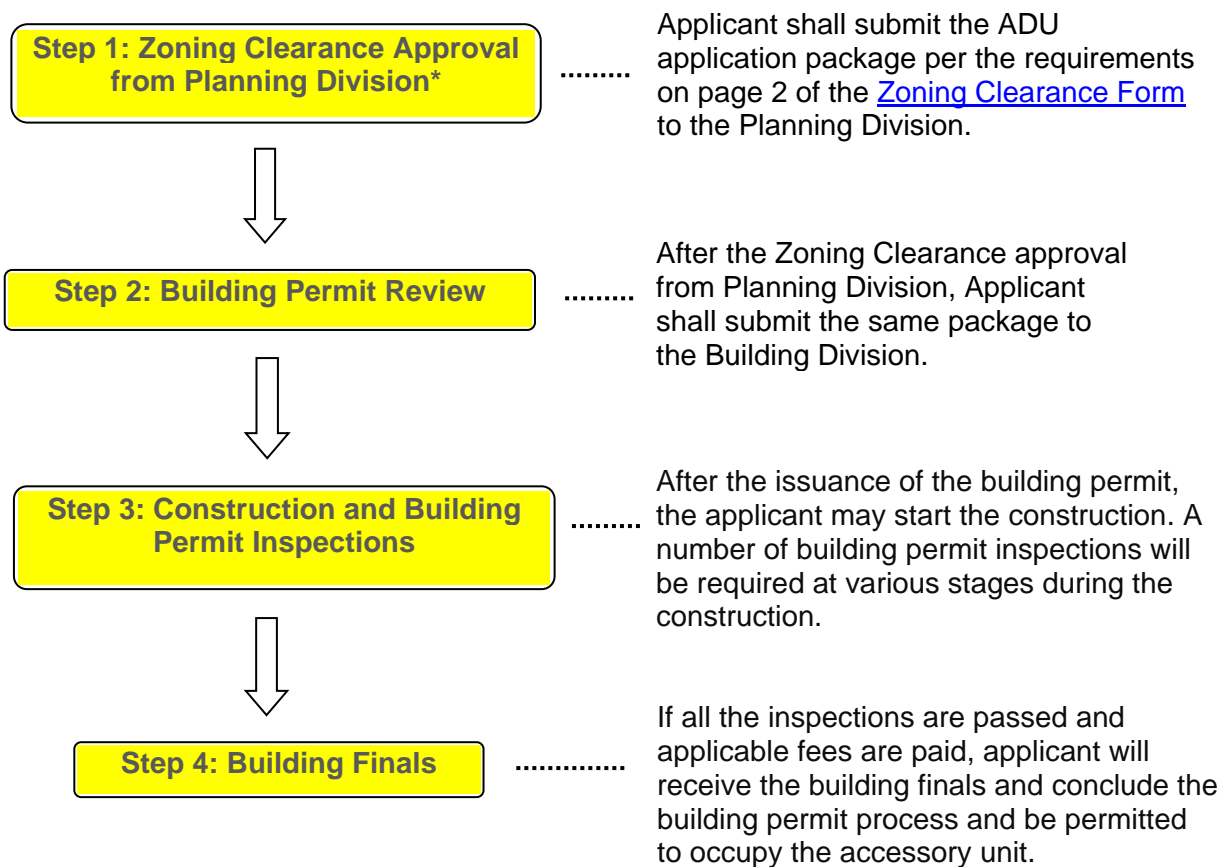
ADU
<ul style="list-style-type: none"> • ADU shall be fully detached and have exterior access independent from the proposed or existing single-family dwelling. • The ADU must be at least six feet from the primary dwelling unit. • The ADU shall not exceed 800 square feet and a maximum height of 16 feet in addition to the required elevation for floodproofing. • The ADU requirements, if applicable, under Section 2 of this handout are met.
JADU
<ul style="list-style-type: none"> • JADU is located within an existing single-family dwelling and may include an expansion of no more than 150 square feet beyond the physical dimensions of the existing structure to provide for ingress. • No JADU is allowed on a single-family lot with multiple detached single-family dwellings.
Primary Single-Family Dwelling Unit
<p>The existing single-family dwelling or accessory structure has side and rear setbacks sufficient for fire safety.</p>

4. ADU and JADU Occupancy Restrictions

- An ADU and a JADU can be rented out separately from the main house.
- A deed restriction that the owner must use reside on-site, in either the main dwelling unit or JADU must be recorded with San Mateo County, Office of Assessor-County Clerk-Recorder.
- The JADU, or the main unit if the accessory unit is owner occupied, shall not be rented out on less than 30 days.
- The ADU shall not be rented out on less than 30 days.

5. Applications Review Process

The construction of ADUs or JADUs shall go through two permits: a streamlined Zoning Clearance review from the Planning Division and a building permit review from the Building Division. Please see the details in the flow chart below:



* The Zoning Clearance process is intended to check the completeness of the ADU application package to authorize submittal for building permit review. The approval of the Zoning Clearance does not grant any zoning approval for the ADU. The zoning compliance review will still occur in the building permit review process.