
ACCESSORY DWELLING UNITS

Information and Submittal Forms



Interior



Attached



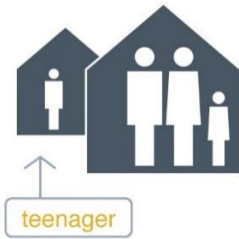
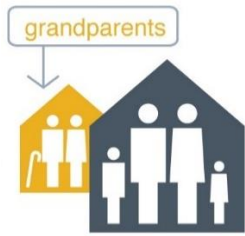
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CITY OF
REEDLEY

Community Development Department
1733 NINTH STREET
REEDLEY, CA 93654
(559)637-4200 Ext. 222
<http://www.reedley.com/>

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Introduction

As California continues to grow; housing prices continue to rise, and the supply of open and agricultural land slowly diminishes, it is imperative that we continually improve our abilities to utilize the land that we have already developed. An excellent way to do this is through building and maintaining second units, or accessory dwelling units.

It is now reported that more than half of Californians, including renters and homeowners, are facing struggles with housing affordability.¹ In addition, cut backs by the federal government have severely hurt or eliminated programs that had been used by local governments to accommodate new growth, putting the added costs of infrastructure improvements onto the developer, and as a result, onto the consumer; increasing the amount of money required.

To combat this imbalance of high costs for less than adequate housing, California is focusing on higher density living. Of the many options higher density allows, one choice is the addition of an accessory dwelling unit on existing developed land. In accordance with state requirements, the City of Reedley has created this informational packet to assist in the timely and legal establishment of accessory dwelling units.

¹ Kimberlin, Sara. "Addressing California's Housing Affordability Crisis: Key Strategies in the Housing Package." *California Budget & Policy Center*. N.p., 30 Aug. 2017. Web. 18 June 2018.

Understanding ADUs | Definition and Types

An Accessory Dwelling Unit (ADU) is a size-restricted residential dwelling unit which provides complete independent living facilities for one or more persons.



An ADU is located on the same lot as a primary dwelling unit and must meet the applicable property development standards of the property's zone district designation.



An ADU shall include permanent provisions for living sleeping, eating, cooking, and sanitation on the same parcel as a primary dwelling. ² An exterior entrance into the ADU separate from the primary dwelling unit is also required.



The information contained in this packet is a summary of Ordinance No. 2018-003, an Amendment to Reedley Municipal Code Title 10, Section 6, Article D, Accessory Dwelling Units.

The Reedley Municipal Code can be viewed on the City of Reedley's website at <http://www.reedley.com>

² 10-60-2: Definitions, Ordinance No. 2018-003

ADUs within an Existing Dwelling | Internal & conversion

A section of the existing structure is converted to an independent residential unit. (e.g. master bedroom)

- ✓ Requires Building Permit
- ✓ May require fire sprinklers if necessary
- ✗ Site plan review is not required
- ✗ Additional parking is not required
- ✗ Setbacks are not required
- ✗ Separate utility connections are not required
- ✗ Development Impact Fees do not apply



The garage, carport, or covered parking structure is converted to an independent residential unit.

- ✓ Replacement of the existing parking space in any layout on the property (uncovered and/or tandem spaces permitted)
- ✓ Requires Building Permit
- ✗ Site plan review is not required
- ✗ Additional parking for ADU is not required
- ✗ Setbacks are not required
- ✗ Separate utility connections are not required
- ✗ Development Impact Fees do not apply



ABOVE THE GARAGE

- ✓ Requires Building Permit
- ✓ Requires Site Plan Review
- ✓ A setback of no more than 5 feet from the side and rear lot lines is required
- ✗ If conversion above the existing garage, the Site Plan Review will not be required.

ADUs – New Construction or Extension of Existing Living Area | Detached & Attached

The ADU is an independent residential unit that is completely detached from the primary dwelling unit.

- Must not exceed 1,200 square feet of living area
- ✓ Requires Building Permit and Site Plan Review
- ✓ Development impact fees apply
- ✓ Efficiency units or manufactured homes are acceptable for ADUs
- ✓ Separate Utility connections are required
- ✓ Requires 1 parking space for the ADU
- ✓ Tandem parking is permitted
- * Covered Parking is not required



The ADU is an independent residential unit that shares one or more walls with the primary dwelling unit.

- Limited to 50% on the existing living area
- Must not exceed 1,200 square feet of living area
- ✓ Requires Building Permit and Site Plan Review
- ✓ Development impact fees apply
- ✓ Efficiency units or manufactured homes are acceptable for ADUs
- ✓ Separate Utility connections are required
- ✓ Requires 1 parking space for the ADU
- ✓ Tandem parking is permitted
- * Covered Parking is not required



Frequently Asked Questions | ¿?

What is the difference between Guest Quarters and an Accessory Dwelling Unit (ADU)?

Guest Quarters and Accessory Dwelling Units are both accessory buildings/uses that provide sleeping or living accommodations and are located on the same parcel as an existing primary building/residence.

Guest Quarters do not have kitchen facilities and are not considered separate dwelling units, therefore they cannot be legally rented.

An Accessory Dwelling Unit has kitchen facilities (specifically a stove), and can be rented or otherwise used as a separate dwelling unit.

What are the size restrictions of an ADU?

For detached ADUs, the maximum size allowed is 1,200 square feet of living area. For ADUs attached to the existing dwelling, the maximum size is limited to 50% of the space of the existing living area, up to 1,200 square feet.

An ADU created through conversion of area within an existing dwelling shall match the existing square footage of the area to be converted, however the interior floor plan within that area can be redesigned.

Does the Property Owner have to live in one of the units?

Yes, the owner of the property has to live in either the primary unit or the ADU. Prior to occupancy of the ADU, the property owner shall record an Owner-Occupancy Restrictive Covenant on the property (See Appendix A).

Can I sell my ADU?

Subdivisions of lots are not allowed, unless all requirements of the city's zoning and subdivision regulations are met. However, the ADU could be considered a rental unit that can provide additional income.

What are the fees involved for an ADU created through New Construction or Expansion of an Existing Dwelling Unit?

Site Plan Review

A Site Plan Review Permit Application is required prior to submittal of a building permit. The application fee is \$1,975.00¹.

Building, Plumbing, Mechanical and Electrical Permit Fees¹:

Will vary between \$2,000.00 and \$4,000.00 depending on the square footage of the unit and if the unit is a conversion of existing living area, an addition or a detached unit.

Development Impact Fees (DIFs)¹

The following Development Impact Fees are paid with the building, plumbing, mechanical and electrical permit fees at the time of building permit issuance:

Development Impact Fee Breakdown: ADUs (New Construction)¹

Transportation Facilities	\$1,688.50	per unit
Law Enforcement Facilities	\$40.00	per unit
Fire Facilities	\$333.00	per unit
General Government Facilities	\$31.50	per unit
Storm Drain Facilities	\$1,465.50	per unit
Wastewater Facilities	\$840.00	per unit
Water Facilities	\$661.50	per unit
Parks and Recreational Facilities	\$433.00	per unit
Total Development Impact Fees:	\$5,493.00	per unit

¹ All fees are based on information available to the City of Reedley Community Development Department at the time this packet was created and are subject to change upon modification or amendments to the Master Fee Schedule, which is reviewed by the City Council annually.

Separate Utility Connections (Water, Sewer, Gas, Electricity)

Accessory Dwelling Units are required to have their own water, gas and electric services and meters. The permit fees to install separate meters are included in the permit estimate in line #1. However, if a new water service line is needed from the City's main water line the cost to have this installed can be \$2,000.00 to \$3,000.00. You will need to get cost estimates from State Licensed Plumbing Contractors. Additionally there may also be charges from PG&E and the Gas Company.

If the primary residential unit is served with a private sewage disposal system, the applicant must seek the approval from the Reedley Public Works Director and the Fresno County Health Department.

Fire Sprinklers

Fire Sprinklers are required for the ADU if they were required for the primary dwelling unit. The cost of having fire sprinklers installed will vary greatly depending on the type of ADU; however it can be several thousand dollars. You will need to get cost estimates from State Licensed Fire Protection Contractors.

Kings Canyon Unified School District Impact Fees:

\$3.79 per square foot of newly created living unit area. Example: For a 1,200 square foot detached unit the fee would be \$4,548.00 (Total amount to be verified by and paid to the School District before the Building Permit is issued)

Regional Transportation Mitigation Fee:

\$1,637.00. To be verified by and paid to Fresno Council of Governments before the Certificate of Occupancy for the accessory dwelling unit can be issued.

What are the fees involved for an ADU created through Conversion of an Existing Dwelling?

Site Plan Review Permit

A Site Plan Review Permit Application is not required; only a Building Permit is required.

Building, Plumbing, Mechanical and Electrical Permit Fees¹:

Will vary between \$1,000.00 and \$2,600.00 depending on the square footage of the unit and if the unit is a conversion of existing living area, an addition or a detached unit.

Development Impact Fees (DIFs)¹

Development Impact Fees are not required pursuant to State law.

Separate Utility Connections (Water, Sewer, Gas, Electricity)

Separate Utility Connections are not required pursuant to State law.

If the primary residential unit is served with a private sewage disposal system, the applicant must seek the approval from the Reedley Public Works Director and the Fresno County Health Department.

Fire Sprinklers

Fire Sprinklers are not required for the ADU if they were not required for the primary dwelling unit pursuant to State law.

Kings Canyon Unified School District (KCUSD) Impact Fees:

\$3.79 per square foot of newly created living unit area. Example: For a 1,200 square foot detached unit the fee would be \$4,548.00 (Total amount to be verified by and paid to the School District before the Building Permit is issued)

Regional Transportation Mitigation Fee (RTMF):

\$1,637.00. To be verified by and paid to Fresno Council of Governments before the Certificate of Occupancy for the accessory dwelling unit can be issued.

¹ All fees are based on information available to the City of Reedley Community Development Department at the time this brochure was created and are subject to change upon modification or amendments to the Master Fee Schedule, which is reviewed by the City Council annually.


Contact Information |


Planning Division

ELLEN MOORE

Associate Planner

COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF REEDLEY
1733 9TH STREET REEDLEY, CA 93654

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Building Division

KAITLIN UNDERWOOD

Permit Technician

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CITY OF REEDLEY
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City of Reedley WEBSITES

COMMUNITY DEVELOPMENT DEPARTMENT

Department information and library: maps, applications, etc.

http://www.reedley.com/departments/community_development/

COMMUNITY DEVELOPMENT DEPARTMENT

Building Division information: applications, inspection request procedure, plan submittal requirements, etc.

http://www.reedley.com/departments/community_development/building_division/

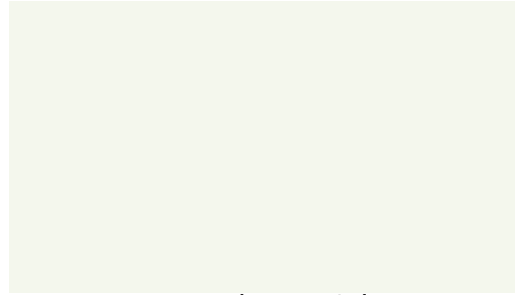
Appendix A

Owner - Occupancy Restrictive Covenant

Recording requested by and for the benefit of the City of Reedley.
When recorded mail to:

CITY OF REEDLEY
1733 NINTH STREET
REEDLEY, CA 93654-2636

Record pursuant to Government Code § 6301



For Recorder's Use Only

This Covenant is entered into as of _____, by _____, for
Effective Date Property Owner
the benefit of and in running in favor of the City of Reedley and adjacent properties.

Recitals

- A. The Owner owns and occupies a house (the "House") on real property (the "Site") located at _____, Reedley, CA 93654. The Site is described in
Location
attached Exhibit A, which is made part of this Covenant.
- B. The Owner intends to place an accessory dwelling unit (as defined in Government Code Section 65852.2) upon the site.
- C. The Owner has signed an Accessory Dwelling Unit Declaration which states that Owner has read and fully understands all of the requirements related to the application, approval/denial, building, and maintenance of an accessory dwelling unit located on the site, as set forth in the Reedley Municipal Code and state law.

Covenant

In consideration of permission by the City of Reedley to place an accessory dwelling unit on the Site, the owner covenants and agrees:

- A. The Owner and their heirs, successors and assigns shall occupy either the House or accessory dwelling unit located on the Site as his, her or their primary residence at all times. In no instance may both units be rented. The Owner agrees to provide proof verifying their residency on the Site as deemed reasonably necessary by the City.*

- B. This covenant is for the benefit of the Site, the City, the public and public property. It is enforceable by the City of Reedley and adjacent Owners as a covenant running with the land. If the Owner violates the terms of this Covenant, the Owner understands that the Site may be deemed to contain an illegal accessory dwelling unit which shall constitute a misdemeanor and a public nuisance, as provided in the Reedley Municipal Code, Chapter 6, Article D of Title 10.*

- C. This covenant will bind those persons who sign below, each of their heirs, executors, administrators, successors in interest, transferees and assigns, and all future owners or lessees of any interest in the Site, including the House and the accessory dwelling unit.*

Signature of the Property Owner

Date

Signature of the Property Owner

Date

**** Signatures must be notarized**

EXHIBIT A – Legal Description

Real Property in the City of Reedley, County of Fresno, State of California:

APN:

Appendix B

Submittal Requirements

The following ADU Submittal Checklist and Accessory Dwelling Unit Declaration shall be submitted with a Site Plan Review Permit Application and/or a Building Permit application, whichever is applicable and is submitted first.

ADU Submittal Checklist

Before starting the application process, we recommend you to call [(559)637-4200 Ext. 222] or visit the Community Development Department for more information on policies and regulations which may affect your project. Your application must be submitted to the Community Development Department [1733 Ninth Street Reedley, CA 93654]. Applications shall be reviewed ministerially for compliance with the requirements stated in the city zoning ordinance as pertaining to ADU construction. State law requires that staff determines whether the application is complete within thirty (30) days from submittal. **Applications submitted without the required information may result in the application being deemed incomplete and processing suspended.** Once an application is deemed complete, the processing of the application takes up to 120 days.

Parcel Information

Can be obtained from the Community Development Department, Planning Division.

My APN Number is:

My Address is:

My Proposed ADU is being created through:

Conversion of an Existing Dwelling/Garage

New Construction or Expansion

My Parcel is zoned:

My Setback, Coverage, and Yard requirements are:

Front Yard Minimum: Feet

Rear Yard Minimum: Feet

Side Yard Minimum: Feet

Building Height Maximum: Feet

Lot Coverage Maximum:

%

Square Feet

Total Off-Street Parking Required: Spaces

Additional Parking Required for ADU: Spaces

Replacement Parking Spaces Required: Spaces

Submit the following:

One (1) copy of the completed application packet, including:

ADU Submittal Checklist

Signed ADU Declaration

Site Plan Review Application

(Site Plan, Floor Plan, and Elevations
Required for New Construction)

Preliminary Title Report

(If requested for proof of ownership;
can be obtained from a title company)

Pay applicable fees

(Refer to the City of Reedley Master Fee
Schedule)

*If the ADU is approved by
the Planning Division or is a
Conversion:*

Submit applicable building plans:

(Specific items and requirements for the
Plans listed below may be obtained from
the Building Department)

Plot Plan (3 Sets)

Floor Plan (3 Sets)

Foundation Plan (2 Sets)

Framing Plan (2 Sets)

Energy Conservation [Title 24]
(2 Sets)

Accessory Dwelling Unit Declaration

Declaration under penalty of perjury

I _____ declare:
Property Owner

I am the owner of the property commonly known as _____ and with
Location
the Assessor's Parcel Number (APN): _____ located in the City of Reedley, and

I intend to construct an accessory dwelling unit at this property. I agree that the accessory dwelling unit shall be located, constructed, and at all times maintained as follows:

The accessory dwelling unit will be located on the same parcel on which I maintain my primary residence and I hereby consent to the recording of an owner-occupancy restrictive covenant, and applicable fees.

- I. I consent to the physical inspection of the premises, if deemed necessary.*
- II. I state that I have read, and fully understand all of the requirements related to the application, approval/denial, building, and maintenance of an accessory dwelling unit located on my parcel, as per city zoning ordinance requirements and standards.*
- III. I understand that at any time the regulations for application and approval of an accessory dwelling unit may change, and state that I shall abide by those requirements in place at the time of my application processing.*

Executed under penalty of perjury on _____ in Reedley, California.
Date

Signature of the Property Owner

Date

Signature of the Property Owner

Date