



PRADU CHECKLIST

CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT

505 South Vulcan Avenue
Encinitas, CA 92024
(760) 633-2710

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This hand-out summarizes the items that the applicant/property owner are required to provide as part of the Permit Ready Accessory Dwelling Unit (PRADU) permit submittal process. Please use the following checklist to assist you in preparing your plans and submit the checklist in PDF format as part of the plan check submittal.

| Homework Item | | Answer/Calculation | Notes | |
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| PRADU Type Selected | | <input type="radio"/> DZN <input type="radio"/> Design Path Studio | _____ square feet | |
| Property Boundary Survey | | <input type="radio"/> Yes <input type="radio"/> No | Highly recommended. May be required if the ADU is closer than 5 feet to the property line. | |
| Vicinity Map | | <input type="checkbox"/> Provided | Insert into space provided in PRADU plan set or attach separately. | |
| Site Plan | | <input type="checkbox"/> Provided | Insert into space provided in PRADU plan set or attach separately. | |
| Information on this page is also to be included on a separate Site Plan | Planning | North Arrow | <input type="checkbox"/> Provided | |
| | | Scale | <input type="checkbox"/> Provided | |
| | | Site Address | <input type="checkbox"/> Provided | |
| | | Assessor Parcel Number (APN) | <input type="checkbox"/> Provided | |
| | | Lot Size | <input type="checkbox"/> Provided | Please provide the gross and net lot area in square feet and acres. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet. |
| | | Zoning | <input type="checkbox"/> Provided | |
| | | Zoning Overlays | <input type="checkbox"/> Provided | |
| | | Property Lines | <input type="checkbox"/> Provided | Labeled and dimensioned. |
| | | Setbacks | <input type="checkbox"/> Provided | Labeled, dimensioned, and measured from ultimate right-of way or access easement. |
| | | Street and Alley Centerline(s) | <input type="checkbox"/> Provided | |
| | | Easements | <input type="checkbox"/> Provided | Right-of-way, private access road, utility, etc. |
| | | Existing and Proposed Topography | <input type="checkbox"/> Provided | Existing and proposed site elevation contour lines (intervals not exceeding two feet), with labeled elevation intervals. |

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| | | Average Lot Slope (%) | <input type="checkbox"/> Provided | Provide a separate exhibit/calculation of the average lot slope depicted and calculated for the property. (Required for all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)). |
| | | Floor Area of Primary Residence | <input type="checkbox"/> Provided | Floor area/square footage of residence, broken down by first floor square footage and second floor square footage. |
| | | Floor Area of Garage | <input type="checkbox"/> Provided | |
| | | Floor area of all accessory structures (barn, workshop, etc.) other than the ADU | <input type="checkbox"/> Provided | |
| | | Floor Area Ratio | <input type="checkbox"/> Provided | Calculated by dividing the total bulk floor area by the gross lot area. (FAR calculation applies to zones R-5, R-8, R-11, and RS-11 only). |
| Information on this page is also to be included on a separate Site Plan | Planning | Lot Coverage | <input type="checkbox"/> Provided | Calculated by dividing the ground floor area of building(s) by the net lot area, (which is the gross lot area exclusive of the ultimate street ROW). |
| | | Onsite Parking Required | <input type="radio"/> Yes <input type="radio"/> No | Please provide a breakdown of the required parking for the project. Please also indicate with a note if the property is within ½ mile of transit and is exempt from providing parking for the ADU. |
| | | Height of Structures, Fences, and Retaining Walls | <input type="checkbox"/> Provided | <ul style="list-style-type: none"> - Provide elevation of walls and fences. - Show existing and proposed heights. |
| | | Architectural elevations | <input type="checkbox"/> Provided | Please clearly show/label the existing and finished grade lines at the building wall. Elevations shall also include the dimension of the proposed building height measured from the lower of the existing or finished grade. |
| | | Slope Analysis | <input type="radio"/> Yes <input type="radio"/> No | If the property is located within the Special Study Overlay Zone and/or the Hillside/Inland Bluff Overlay Zone, please contact the Planning Division at 760-633-2710 or at planning@encinitasca.gov to determine if a slope analysis will be required. |

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| Fire Prevention | Fire Access | <input type="checkbox"/> Provided | The fire apparatus access road shall comply with the requirements of CFC Section 503 with local amendments and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the buildings as measured by an <u>approved</u> route around the exterior of the building. |
| | Fire Sprinklers Required | <input type="radio"/> Yes <input type="radio"/> No | Deferred submittal permitted. Please contact Fire Prevention at 760-633-2820. |
| | Very High Fire Hazard Severity Zone | <input type="radio"/> Yes <input type="radio"/> No | If yes, see Very High Fire Hazard Severity Zone plan sheet in PRADU plans. |
| Engineering | Grading (if applicable) | <input type="radio"/> Provided <input type="radio"/> N/A | Include earthwork quantities on Site Plan and indicate maximum depth of cut and maximum height of fill. |
| | Area of New Impervious Surfaces | <input type="checkbox"/> Provided | Include square feet of Site Plan/Grading Plan. |
| | Area of Replaced Impervious Surfaces | <input type="checkbox"/> Provided | Include square feet of Site Plan/Grading Plan. |
| | Stormwater Intake Form | <input type="checkbox"/> Provided | |
| | Permanent Stormwater BMPs Designed (if required) | <input type="radio"/> Provided <input type="radio"/> N/A | If over 500 square feet of impervious improvements. |
| | Geotechnical Letter Report | <input type="radio"/> Provided <input type="radio"/> N/A | If building over 500 sq. ft., unless waived by the Building Official. Examples: ADU is on certified pad, there is a compaction report for pad, City has soils report on file, others subject to Building official's review. |
| Utilities | Utility Locations: | | <ul style="list-style-type: none"> - Indicate distance from connection to ADU - Indicate calculations for meters/lines - Process SDG&E work order for new meters |
| | Water Connection | _____ feet | |
| | Gas Connection (gas isometric drawing) | _____ feet | |
| | Electric | _____ feet | |
| | Solar | <input type="radio"/> Provided <input type="radio"/> N/A | Accessory dwelling units (ADU) shall follow the most recently adopted Title 24, Part 6 requirements, including any amendments adopted by the City that are in effect for photovoltaic (PV) systems. For example, if PV is required for a new ADU, then the building will have to comply with Ordinance 2021-13 Section 23.12.080 D to be all-electric. If PV is not required, then the ADU |

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| | | will be considered an addition for the purpose of this ordinance and the all-electric requirement will not apply because it is not considered a newly constructed building per Title 24, Part 6, Section 150.1. It is likely that detached ADUs will require PV and all-electric construction. Attached ADUs will not require all-electric construction. . For exceptions, please check with the Building Division plan reviewer. | |
| | Green Building Ordinance/Electrification | <input type="checkbox"/> Provided | All detached ADU's and PRADU's must be all electric (no gas permitted). |
| | Installing New Meters (Electric, water, or gas) | <input type="radio"/> Yes <input type="radio"/> No | If installing any new meters, contact the utility provider as soon as possible. |
| | Panel Upgrade | <input type="radio"/> Provided <input type="radio"/> N/A | Check with power company to determine if a panel upgrade is required. |
| | Wastewater | <input type="radio"/> Sewer <input type="radio"/> Septic | <ul style="list-style-type: none"> - If septic, attain Department of Environmental Health approval. - If sewer, contact appropriate sewer agency. |
| | Download Full Sets of digital plans (PDF) | <input type="checkbox"/> Provided | All drawings and text to be legible and drawn to scale. Please see File Naming Conventions for submittal. |
| | Current Grant Deed | <input type="checkbox"/> Provided | Required For preparation of the ADU Covenant. |
| | ADU Covenant | <input type="checkbox"/> Provided | Required pursuant to EMC Section 30.48.040. Planning staff will prepare this document for you during the plan check process. |
| | Housing Development Tracking Form | <input type="checkbox"/> Provided | Provide to the Planning Division plan checker prior to permit issuance. |
| | PRADU Hold Harmless Form | <input type="checkbox"/> Provided | |
| | Register for Customer Self Service (CSS) | <input type="checkbox"/> Provided | Customer Self Service |