



Community Development
Department
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Pre-Approved Accessory Dwelling Unit (ADU) Submittal Checklist

This hand-out summarizes the items that an applicant/property owner are required to provide as part of the Pre-Approved Accessory Dwelling Unit permit submittal process. Please use the following checklist to assist in preparing your plans and submit the checklist in PDF format as part of the plan check submittal. For more information, visit the city's website: <https://cityofmarina.org/107/Community-Development>.

Homework Item		Answer/Calculation	Selection/Details
Pre-Approved ADU Type Selected	☐ Studio ☐ One Bedroom ☐ Two Bedroom	☐ Ranch ☐ Spanish ☐ Modern	Exterior Wall Material: ☐ Stucco/Color: _____ ☐ Stone Veneer/Color: _____ ☐ Siding/Color: _____ ☐ Wood Siding/Color: _____ ☐ Other: _____
Vicinity Map		☐ Provided	Insert into space provided in the pre- approved plan set – <i>see Sheet T1.1</i>
Site Plan		☐ Provided	Insert into space provided in the pre-approved plan set or attach separately - <i>Example site plan on sheet AS.2.</i>

Information in this table is to be included on a separate Site Plan			
Planning	North Arrow	☐ Provided	
	Scale	☐ Provided	
	Site Address	☐ Provided	
	Property Owner Information & Contact	☐ Provided	
	Project Description	☐ Provided	
	Assessor Parcel Number (APN)	☐ Provided	
	Lot Size	☐ Provided	Please provide the lot area in the square feet and acres.
	Lot Coverage	☐ Provided	Include: primary dwelling, front porches, garage, ADU, and all accessory structures. Excludes: open patio covers.
	Zoning	☐ Provided	
	Zoning Overlays	☐ Provided	
	Property Lines	☐ Provided	Labeled and dimensioned.

Planning	Setbacks	☐ Provided	Labeled, dimensioned, and measured from ultimate right-of-way or access easement.
	Floor area of all accessory structures (storage shed, workshop, etc.) other than the ADU	☐ Provided	
	Lot Coverage	☐ 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 Provided	☐ Yes ☐ No	Onsite parking is not required. Indicate if parking will be. Identify all locations of structures. Include all dimensions and heights.
	Height and Location of Structures, Fences, and Retaining Walls	☐ Provided	Provide elevations of walls and fences. Show existing and proposed height locations.
Fire	Fire Sprinklers Required	☐ Yes ☐ No	Deferred submittal required. Must be submitted directly to Marina Fire – (831) 275-1700.

Utilities	Utility Locations:		Service Size: _____ Pipe Material: _____ <i>If installing any new meters, contact the utility provider and the Public Works Division as soon as possible.</i>
	Water	☐ Upgrade Service ☐ New Service ☐ Existing Service	
	Gas	☐ Upgrade Service ☐ New Service ☐ Existing Service	For all new gas lines installed, gas pipe isometric diagram required
	Electric	☐ Upgrade Service ☐ New Service ☐ Existing Service	Service Size: _____ <i>If using existing service a load calculation may be required.</i>
	Sewer Lateral Required	☐ Yes ☐ No	Contact Marina Coast Water District

Information on this page is to be included on a separate Site Plan	Utilities	Solar	☐ Provided ☐ N/A per 2022 CA Energy Code Section 150.1(c) 14 Exception 2	Deferred submittal permitted. Please contact the Building Division at inspections@cityofmarina.org
	Building	Building Permit Application	☐ Provided	
		Site/Soils/Foundation Information (<i>See Sheet T1.1 for Completion</i>)	☐ Provided	Based on specific answers, additional information may be required (<i>Geotechnical/Soils report, structural modifications, etc.</i>)
		Sewer and Water Clearance Form	☐ Provided	

Additional Required Documentation		
Title Sheet (Cover Page) of Chosen Pre-Set Plan	☐ Provided	Download, complete, and sign the title sheet of your selected plan.
Pre-Approved Hold Harmless Form	☐ Provided	
Address Assignment Application	☐ Provided	Completed and submitted to Public Works/Engineering
ADU Deed Restriction	☐ Provided	Submitted with Planning