

Before deciding if a pre-approved ADU plan is right for you, it's important to understand what is included with the pre-approved plan set. Items that are not provided as part of the pre-approved plans may still be required for the city to review your specific project.

Pre-Approved Items

- Architectural Plans Floor Plan, Elevations, Roof Plan
- Structural Plans Foundation Plan, Roof Framing Plan and Structural Details
- Mechanical, Electrical, and Plumbing Plans Mechanical Layouts, Plumbing Layouts, Electrical Plan

Information Still Required

- Site Specific Information Address, APN, Zoning Information, etc.
- Site Utilities Specifications Sewer, Water, Electrical Service and Gas Service
- Required Supplemental Information Listed on Title Sheet
- Title 24 Energy Calculations Project Specific Energy Calculations
- Separate Permits/Deferred Submittals Fire Sprinkler Permit, Grading Permit, Encroachment Permit, Address Assignment, Truss Calculations, etc (determined by project specific selections)



Homework Item

Community Development
Department
209 Cypress Avenue
Marina, CA 93933
(831) 884-1220
Planning@cityofmarina.org
www.cityofmarina.org

Pre-Approved Accessory Dwelling Unit (ADU) Submittal Checklist

Selection/Details

Exterior Wall Material:

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.

Answer/Calculation

Pre-Approved ADU Type Selected □ Studio □ One Bedroom □ Two Bedroom		· ·		Stone Vene Siding/Colo Wood Sidin Other:	or: eer/Color: r: g/Color:		
Vicinity Map			□ Provided			pace provided in the plan set – see Sheet	
Site Plan				☐ Provided		pre-approved	ace provided in the plan set or attach Example site plan
		-					
L.		Information in this	table is t	o be incl	uded on a sepa	arate Site Plan	
	North Arrow	North Arrow □ Prov		ided			
	Scale		☐ Provi				
	Site Address		☐ Provid				
	Property Owner Ir Contact	Property Owner Information &		ided			
	Project Description		□ Provi	ided			
ing	Assessor Parcel Number (APN)		□ Provi	ided			
Planning	Lot Size		□ Provi	ided	Please provid	de the lot area	in the square feet and
	Lot Coverage		□ Provi	ided	garage, ADU	ary dwelling, fro , and all accesse en patio covers.	ory structures.
	Zoning		☐ Provi	ided			
	Zoning Overlays		□ Provi	ided			
	Property Lines		□ Prov	ided	Labeled and	dimensioned.	

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 Permit Application	☐ Provided	
	Building	Site/Soils/Foundation Information (See Sheet T1.1 for Completion)	□ Provided	Based on specific answers, additional information may be required (Geotechnical/Soils report, structural modifications, etc.)
		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		

The City of Marina is pleased to announce that our Pre-Approved ADU plans are officially ready for use! We are very excited to provide our Community with a variety of options when selecting the right ADU for each individual property. Below is a summary of the available plan options:

Floor Plan/Size		
Studio - 389 sf		
1 Bedroom - 499 sf		
2 Bedroom - 789 sf		

Style
Modern
Ranch
Spanish

Finish
Stucco
Stone Veneer
Siding

Although the construction of the dwelling unit itself has already been approved, site specific information will be required to be submitted for review and approval – Such as, property address, setbacks, zoning, utility connection details, etc.

Attached is summarized *Guidelines* describing what items are approved, and what information is still required to be submitted.

Additionally, I have also attached a *Submittal Checklist* which will identify all required information needed to submit.

The plans are now available on our website, along with the applicable forms (see link below).

Accessory Dwelling Units | Marina, CA - Official Website (cityofmarina.org)

Plan Review is (5 days)

Plan check fees- 2 hours building \$264.00

Plan check fees- \$240.00 Fire

Planning fees- \$210.00 (not on the building permit) You would need to submit for a planning permit.

Address change at the time of application with new construction project is a requirement. You would create an online Adress Change permit with Public Works through our portal Citizen Serve. Processing fee is \$1,065.00 you must provide Proof of Ownership, Exhibit showing proposed address mapping.

Check boxes on plans (Title Sheet T1.1) need to be check boxed before submitting the plans for review.

If you have any questions regarding the Pre-Approved ADU's or the submittal process, please feel free to contact me.



CITY OF MARINA BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY				
City of Marina – Building Department	FFICE USE ONLI	DATE		
211 Hillcrest Avenue		D1112.		
Marina, CA 93933		APP/PER	MIT #	
(T) 831-884-1214				
(F) 831-384-0425		REC'D B	Y:	
PLEASE PRINT CLEARLY AND FILL	THIS FORM OUT I	ENTIRELY (FRO	NT & BACK)	
FLEASE FRINT CLEARLY AND FIELD	THIS FORM OUT I	THE THE	JANI & BAICH	
PROJECT ADDRESS:	Marsina	Ca APN#		
PROJECT ADDRESS: NEAREST CROSS STREET:	BIAZIANIA	122117		
CONTACT PERSON:	PHONE #	EMAIL		
DDODEDTY OWNED	☐ ARCHITECT	DESIGNED	TENCINEER	
PROPERTY OWNER	ARCHITECT	L DESIGNER	D ENGINEER	
	TICENICE/DECICEDA	FION #.		
NAME:				
ADDRESS:	COMPANY NAME:			
CITY/STATE/ZIP: FAX #:	ADDRESS:			
EMAIL ADDRESS:	CITY/STATE/ZIP:			
TENANT COMPANY NAME:	PHONE #:	FA	X #:	
EMAIL ADDRESS: TENANT COMPANY NAME:	_ EMAIL ADDRESS:			
APPLICANT:	□ AGENT	□ CONTRAC	TOR	
ATTERCANT: BOWNER-BUILDER	II II III II			
Owner-Builder/Agent Info	Contractor In	ifo:		
NAME:	NAME:			
PHONE #:FAX #:	PHONE #		AX #:	
ADDRESS:	ADDRESS:			
CITY/STATE/ZIP:	CITY/STATE	/ZIP:	ICENSE CLASS:	
EMAIL ADDRESS:	LICENSE #:_	ESS LICENSE #:	ICENSE CLASS:	
	CITT BUSIN	ESS LICENSE #		
DESCRIPTION OF WORK: (Please fill-in and mar	k all that apply) 🏻 <u>NON</u>	<u>IRESIDENTIAL</u>	□ RESIDENTIAL	
CONSTRUCTION VALUATION: \$				
☐ I have contacted M.B.U.A.P.C.D. (Monterey Bay	Unified Air Pollution	Control District #	(831)-647-9411)	
☐ Written Notification Submitted ☐ Writ	ten Notification Not Re	equired		
□ NEW CONSTRUCTION □ ADDITION	☐ ALTERAT			
□ REMODEL □ FIRE SPRINKLERS			NDATION ONLY	
☐ TENANT IMPROVEMENT ☐ SWIMMING POOL/		AIR 🗖 OTHE	ZK.	
Description/Scope of Work:				
Type of Construction:Occupan	ncy Group:	Zoning:		
Type of Constitution.				
DESCRIPTION OF BUILDING: (Please fill-in and mark	all that apply)			
☐ Single Family ☐ Duplex ☐ Store	Accessory	Building	☐ City/County Owned	
☐ Multi Family ☐ Apartment Building ☐ Industrial		k/Professional	☐ Medical Building	
☐ Townhouse ☐ Restaurant ☐ Church	□Other			
Building Area: Sq. Ft. Build	ding Height:	Ft.	Stories:	
Existing: Floor Area Garage	Other		# of Units	
Proposed: Floor Area Garage	Other		# of Units	
Number of Bedrooms:Number of Bat	hrooms	Total Number of	f Rooms:	

CALIFORNIA LICENSED CONTRACTOR'S DECLARATION I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Contractor Signature:
OWNER-BUILDER'S DECLARATION I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500). I , as owner of the property, or my employees with wages as their sole compensation, will do □ all of or □ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale. I , as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law). I I am exempt from licensure under the Contractors' State License Law for the following reason:
By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the
Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html. Property Owner or Authorized Agent signature:
http://www.leginfo.ca.gov/calaw.html.
http://www.leginfo.ca.gov/calaw.html.
http://www.leginfo.ca.gov/calaw.html. Property Owner or Authorized Agent signature:
http://www.leginfo.ca.gov/calaw.html. Property Owner or Authorized Agent signature:
http://www.leginfo.ca.gov/calaw.html. Property Owner or Authorized Agent signature:
http://www.leginfo.ca.gov/calaw.html. Property Owner or Authorized Agent signature:



HOLD HARMLESS STATEMENT FOR USE OF MARINA'S PRE-APPROVED ADU PLANS

COMMUNITY DEVELOPMENT DEPARTMENT

209 Cypress Ave., Marina, CA 93933 (831) 884-1220

(Print Name)

Applicant Name:	Date:				
Project Address:					
Plan Type:	_ Assessor Parcel No. (APN):				
and indemnify the City of Marina, its agents,	hereby agree to release, hold harmless, defend, elected officials, employees, and the engineers				
nd/or architects who prepared these construction documents free and harmless from any an III claims, liabilities, suits and demands on account of injury, damage, or loss to persons or property, including injury, death, or economic losses, arising out of the use of these construction comments. User further agrees to pursue construction of the ADU in good faith and in					
accordance with the pre-approved plans. No warranty, express or implied, is given by the Ciuse of these pre-approved plans. User understands that if there are any modifications made these pre-approved ADU plans due to field conditions, owner preferences, or the like, the Couserves the right to require the applicant to contract with the appropriately licensed design					
professional to prepare the revisions in accor understands that modifications to these plan	rdance with the applicable construction codes. User is may result in additional design, engineering, planue to changes in the building design or submittal				
documents. User further understands that th	nere may be other fees and approvals required by and that use of these pre-approved plans does not				
(Signature of property owner)	(Date)				

(Title)

City of Marina



City of Marina BUILDING DIVISION

211 HILLCREST AVENUE MARINA, CA 93933 831-884-1214; FAX 831-384-0425 www.ci.marina.ca.us

SEWER and WATER CLEARANCE NO BUILDING PERMIT CAN BE ISSUED WITHOUT COMPLETION OF THIS FORM

Location:	
or's Parcel No.:	
f Project:	
Residential Comm	nercial Other
1. MARINA COAST WATER DISTRICT (384	4-6131)
Water Permits:	Sewer Permit:
() Not Applicable	() Not Applicable
() Project Started	() Project Started
() Project Review Complete	() Project Review Complete
BY: M.C.W.D.	Date:
M.C.W.D.	
2. MONTEREY REGIONAL WATER POLLU	TION CONTROL AGENCY (372-2385)
Sewer Connection Fees: () Paid	() Not Applicable
BY:	Date:
M.R.W.P.C.A.	
3. MARINA BUILDING DIVISION (884-1214)	
This project is exempt from the above clear	
D37	Date:
City of Marina	

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

P.O. Box 1031, Monterey, CA 93942 700 Pacific Street, Room #1, Monterey, CA 93940 Phone: (831) 645-1269 Fax: (831) 392-3550

Government Code 65995

Project Address & City				
Project Owners Name:				
Project Owners Email		and Phone No		
Project Description:				
	Building Type	Commercial New Addition	Residential No. of Dwellings New Addition	
Value of development Project	st \$			
Assessor's Parcel No: Parcel No. for each lot, if on	e exists, or Assessor's I	If Schedule "AParcel No. for parcels bef	A" is used, show Assessor's fore sub-divided.	
Square Footage created by the	is permit:			
Certification of Applicant/correct and makes this statement osign on behalf of the owner.	nent under penalty of pe	person signing certifies t erjury and further represe	hat the above information is ints that he/she is authorized	
Dated:	Signature	e:		
City/County Certification:	(Signature)		(Print Name & Title)	

Once payment has been received a certificate of compliance will be sent to the email address provided above.

City of Marina



APPLICATION FOR CREATING/REVISING PROPERTY ADDRESS

Curre	ent Property Owner:	Date:
		mber (APN):
Applica	tion Requirements for Cl	hange of Property Address:
{	Required Processing F	Tee: \$1,065.00 per Building
[Proof of Ownership (e.g. Billing Statement, Deed Document, etc.)
[Z Exhibit showing prop	posed address mapping (for multiple dwellings)
	Email to enava@cityofma	rina.org and mmowery@cityofmarina.org
	APN	New Address Proposed
Reviewe	r:	Date:
City Engineer Approval:		Date:
Departm	ent Review Check:	
Building Division		Marina Post Office
Waste Management		Monterey County Assessor Public Safety Department
P	lanning Division	rubite Safety Department

Public Works Department Process for Establishing New Addresses (2022)





SB 1211

Land Use: Accessory Dwelling Units: Ministerial Approval

Senate Bill 1211 (SB 1211) is California law that took effect on January 1, 2025. SB 1211 allows up to 8 detached ADUs to be created on a lot within an existing multifamily dwelling, provided that the number of ADUs does not exceed the number of existing units on the lot, and up to 2 detached ADUs on a lot with a proposed multifamily dwelling. The law also prohibits a local agency from requiring the replacement of offstreet parking spaces if an uncovered parking space is demolished in conjunction with the construction of, or conversion to, an ADU.

Key Provisions of SB 1211:

Effective Date

o Effective January 1, 2025

Eligibility Criteria

 Projects must satisfy the following zoning and property requirements to qualify for ministerial review:

Replacement Parking

o Prior to SB 1211, the Government Code prohibited local agencies from requiring offstreet parking spaces to be replaced when a garage, carport or covered parking structure is demolished in conjunction with the construction of, or converted to, an ADU. SB 1211 amends this subsection to also prohibit local agencies from requiring replacement parking when an uncovered parking space is demolished for or replaced with an ADU.

Multifamily ADUs

 Prior to SB 1211, the Government Code pushed local agencies to ministerially approve qualifying building permit applications for ADUs within "portions of existing multifamily dwelling structures that are not used as livable.space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages" The term "livable space" was not defined by state ADU law. **SB 1211** changes this by adding a new definition stating "livable space' means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation."

- SB 1211 also increases the quantity of detached ADUs that lots with an existing multifamily dwelling can have. Prior to this bill, the Government Code permitted lots with an existing or proposed multifamily dwelling to have up to two detached ADUs. Following SB 1211, lots with an existing multifamily dwelling can have up to eight detached ADUs, or as many detached ADUs as there are primary dwelling units on the lot, whichever is less. SB 1211 does not alter the number of ADUs that lots with proposed multifamily dwelling can have they remain limited to two detached ADUs.
- The City of Marina will implement SB 1211 by applying the following state
 Government Code provisions to applications for new ADUs:
 - o § 66313
 - o § 66314
 - o § 66323
- Local forms will be used to collect necessary application information for compliance and review.

Additional Resources

 The full text of the legislation is available on the California Legislative Information website for reference.

1906807.1

Recording Requested By:

Planning Division City of Marina 209 Cypress Ave Marina, CA 93933

This Notice of Deed Restriction is for the Benefit of the City of Marina and is exempt from recording fees per Gov't Code § 27383

THIS SPACE FOR RECORDER'S USE ONLY

INSTRUCTIONS: After having this form notarized, take it to the City of Marina to be recorded with the Monterey Co. Clerk-Recorder at 168 W Alisal St #1, Salinas, CA 93901

NOTICE OF DEED RESTRICTIONS FOR ACCESSORY DWELLING UNIT (ADU)

(Government Code § 27281.5):

THIS DECLARATION OF RESTRICTIVE COVENANTS ("Declaration") is executed on	
, 20, by	, a
("Declarant").	
Notice is hereby given that Building Permit #	will authorize the creation and operation
of an Accessory Dwelling Unit on the property located at	Marina,
California with an Assessor's Parcel Number of	, and that is further
described in the attached Exhibit A. This deed restriction prohibits the independent sale or transfer of the ADU	
from the main dwelling pursuant to Marina Municipal Code 17.42.040(A)(3)(j)(a) and Govt. Code Section	
65852.2(a)(1)(D)(i), restricts the size of the structure to the approved size pursuant to MMC	
17.42.040(A)(3)(j)(b) and prohibits rental of the building for less than 30 days pursuant to MMC	
17.42.040(A)(3)(j)(c) and Govt. Code Section 65852.2(a)(6). Daily penalties may be imposed, pursuant to	
MMC Chapter 1.12, for violations of the applicable ordinance and/or this deed restriction. The issuance of said	
building permit is contingent upon the property-owner, by recordati	
acknowledging and notifying future property owners of these requi	

The above declarations shall be binding upon any successor in ownership of the property. Lack of compliance shall be cause for code enforcement and/or revoking the city's approval of the accessory unit.

This deed restriction may not be removed from this property without the prior written consent of the City of Marina.

Print Name: Print Name: Signature: Signature: Dated: ______, 20_____, County of Monterey, State of California CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT (Civil Code §1189): A notary or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness, accuracy, or validity of that document. State of California, County of Monterey On ______, 20____ before me, ______, Notary Public _____, who proved to me on the basis of satisfactory personally appeared evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal: (Signature of Notary)

Place Notary Seal Above

OWNER(S) OF RECORD:

EXHIBIT A

Legal Description of the Property

Accessory Dwelling Units require approval of a building permit by the Building Division.

As part of the ADU approval, a deed restriction must be recorded. Prior to final approval of the building permit, Planning staff will collect the completed and notarized deed restriction from the property owner and submit to the City Attorney's Office for review. The City Attorney's Office will review and forward the deed back to Planning to hold until the building permit is finalized. Upon notification by building staff that the building permit has been finalized, Planning staff will submit the deed restriction to the County for recordation.

The following outlines how to fill out the deed restriction document. The responsible party is noted following each step. For questions, contact the City Attorney's Office.

- 1. In introductory paragraph, insert the date that the document is executed. (Property owners or notary)
- 2. All holders of title to the Property must sign this document. Insert all names of owners in the introductory paragraph. You will have to ask for the deed to the property or a title report in order to ensure you have the correct names. (*Property Owner based on deed or title report*)
 - <u>Note</u>: Deeds can be viewed or copied in person at the Monterey County Recorder's Office. They cannot be viewed or copied on-line.
- 3. Describe the status of the property owner in the introductory paragraph. For example, "a California corporation," "a single person," "husband and wife," etc. The marital status of the property owner is important because all owners of the property must execute the document. (*Property Owner based on deed or title report*)
- 4. In first paragraph, insert street address and Assessor's Parcel Number. (*Planning staff based on deed or title report*)
- 5. Attach the legal description for the property as Exhibit A. The legal description should be included in or attached to the grant deed for the Property. The legal description can also be found on a title report. If a good copy of the legal description can be made, it can be attached as Exhibit A. Otherwise, the legal description must be retyped verbatim (with no changes). (Property Owner based on deed or title report)
- 6. The signatures must be notarized and the notary acknowledgement attached to the document. The names of the property owners must be typed or handwritten under their signatures. (*Property owner responsibility*)
- 7. The fully executed and notarized document must be given to Planning staff prior to approval of the Building Permit for recording with the Monterey County Recorder's Office. (*Property owner responsibility*)
 - <u>Note</u>: Once received, Planning staff will forward it to the City Attorney's Office for review to make sure everything is accurate. If not, it will be returned for correction. If it is correct, then the City Attorney's Office will send the document back to Planning staff for holding.
- 8. Once the building permit for the accessory dwelling unit has been finalized, Building staff will notify Planning Staff to ask that the deed restriction be recorded. (*Planning Staff*)
- 9. Planning Staff forwards completed deed restriction to Monterey County for recording. (*Planning staff*) With recording, this document becomes a permanent exception to title.

ADU GRANT PROGRAM

Apply for a grant of up to \$40,000 to help finance the construction of an accessory dwelling unit (ADU)

The California Housing Finance Agency (HFA) operates an ADU Grant Program to help California residents finance the construction of ADUs. As of Monday, December 11, 2023, additional grant funds are available for California residents.

Learn more about this program and apply for a grant at calhfa.ca.gov/adu/index.htm.

Additional ADU resources for Marina residents are available at cityofmarina.org/1146/Accessory-Dwelling-Units.



