



CITY OF MOORPARK

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ACCESSORY DWELLING UNITS (ADU) APPLICATION SUBMITTAL CHECKLIST

Accessory Dwelling Units provide an important opportunity for additional housing within the City of Moorpark. This Handout includes a step-by-step guide with key information that will assist planning for an ADU project and obtaining a permit for construction.

GENERAL INFORMATION

- A separate building permit is required for each ADU constructed.
- A geotechnical/soils report is required for any ADU proposed on a hillside property or known to be within an expansive soil area.
- The placement of the structures on a slope, or adjacent to a slope must comply with the slope setback requirements of the Moorpark Municipal Code.
- Building permits for ADUs will only be issued to the property owner or to a licensed contractor who has been contracted to do the work. If the permit is issued directly to the owner, the owner must do the construction.
- Construction of the ADU is not allowed to commence until all required permits and approvals have been obtained from the City.

AB 881 BUILDING PERMIT ONLY ADUs

Per Assembly Bill 881, certain ADUs are exempt from local planning requirements and must instead meet State standards. These types of ADUs can be characterized as follows:

- One attached ADU or JADU (Junior ADU) per lot that is:
 - Within a proposed single family dwelling, or
 - Within an existing single family dwelling, or
 - Within an existing accessory structure (including an expansion of up to 150 sq. ft for ingress or egress) and
 - Has exterior access.
 - Complies with Fire Department side and rear setbacks.
 - Is a JADU that complies with the requirements of Government Code 65852.22.
- One Detached ADU that is:
 - Located on a proposed or existing single family dwelling,
 - Does not exceed 800 square feet,
 - Does not exceed 16 feet in height,
 - Has a minimum of 4-foot side and rear setbacks.

If your proposed ADU meets one of the description above, the proposed project does not require a zoning clearance.

HOW TO OBTAIN AN ADU PERMIT

Step 1 – Applicant’s Initial Review Checklist

Applicants are encouraged to review the following items early on, in order to identify any issues that may impact the ability to develop an ADU. Feel free to contact the Community Development Department at (805) 517-6230 with any questions.

- Verify the lot status and if the zoning of the property allows the proposed type of building. Contact or visit the City’s Planning Division to check zoning consistency and legal lot status. Each zone has development standards requiring minimum building setbacks, height limitations, etc. that must be incorporated in the design of the ADU.
- Verify that the property is not subject to adverse geotechnical conditions and meets slope setback requirements. Contact Danny Schultz at (805) 517-6276 or DSchultzCAA@MoorparkCA.gov or visit the Building & Safety Division.
- Verify that the property will have adequate water supply. For properties served by a private water well located on the property (between 1-4 connections and serving less than 25 people annually), obtain clearances from County’s Watershed Division (805)-654-2069) and a Certification of Water Quality from the Environmental Health Division (805)-654-2813). Separate review fees will apply. Private water wells must meet minimum flow and water quality standards to obtain approval. For properties connected to a public water system, obtain a clearance or Will Serve letter from your local water purveyor.
- Verify that the property will have adequate sewage disposal if there will be a new connection to the sewer or water main. If the property is served by an on-site waste treatment system (septic system), the application packet must include a letter from a geotechnical engineer stating that the existing or planned improvements to the septic system will be adequate. If served by a public sewer entity, a clearance from that entity must be provided.
- Verify if a fire sprinkler system will be required and that adequate fire access and water flow are provided on the site. Contact the Ventura County Fire Department at (805)-389-9738) for more information.
- Prepare the complete ADU Application, including the application form, questionnaire, and complete plans. The submittal requirements are outlined in this handout.

NOTE: Public Works/Engineering Requirements

- Determine if the proposed ADU will require a new or expanded foundation footprint. If yes, the footings must be 27” deep, per California Residential Building Code Section R403.1, unless a soils report justifying less substantial footings is submitted. Unusual lot conditions may also require a soils report, at the discretion of the City Engineer.

- Determine if a flood acreage fee is required prior to building permit issuance by contacting the Ventura County Flood Control District at (805) 654-2018 or request a quote online at <https://www.vcpubliworks.org/esd/developmentinspection/>. If a flood acreage fee is required, pay the fee directly to the County Flood Control District (located at 800 S. Victoria Ave., Ventura) and retain a copy of the receipt for submittal to the City of Moorpark.
- Review the building site to determine if a Floodplain Development Permit or Flood Zone Clearance is required. If applicable, the FEMA Special Flood Hazard Area should be shown on the site plan. Floodplain Development Permits may require that the ADU is elevated to where the finished floor is one foot above the Base Flood Elevation. Flood vents may need to be installed if the building has a crawl space and the ADU is in a Special Flood Hazard Area. Visit the FEMA Flood Map Service Center, available at <https://msc.fema.gov/portal/home> or contact the City of Moorpark Public Works Department at (805) 517-6255.
- Determine if a “Remove and Recompact” (R&R) Grading Permit will be required. In most cases, an R&R Grading Permit will be required when the depth of excavation for the foundation exceeds two feet. The Soils Report often makes recommendations to R&R where the foundation will be placed.
- Note that Engineering will review the building site for landslide, rockfall, and seismic hazards. In the event that the City Engineer identifies potentially dangerous conditions or significant grading requirement, additional engineering reports or permits may be necessary.

Step 2 – Planning Permit Submittal and Initial Review

This Initial Review by the Planning Division provides City staff with a chance to review the project at an early stage and ensure that the design of the ADU generally complies with City requirements. An additional submittal and plan check is required prior to the issuance of building permits. Additional fees will be due to the Building & Safety Department, Planning and potentially the Public Works Department before final approval is given and building permits are issued.

- Submit a complete ADU Application Packet (submittal requirements outlined below). There are two options to submit an ADU Application Packet:
 - Over-the-Counter Review: ADU Application Packets submitted by appointment will receive in-person initial review by City Planning, Building and Engineering staff. Applications submitted via appointment will receive same day comments and corrections. Contact Planning Technician Philip Neumann for an appointment at (805) 517-6230 or pneumann@moorparkca.gov.

OR

Standard Applications, including Building Permit only Applications: ADU applications may be submitted at the planning counter without an appointment. In this case, a planner (or, in the case of a building permit only application, a permit

technician) will route plans to the reviewing department, and comments and corrections will be provided within ten days of the initial submittal. A case planner will be assigned to project. The role of the case planner is to manage the project from the City side and to ensure that the applicant is made aware of other agency approvals the project must obtain. Comments and corrections will be provided to the applicant within 10 business days of the initial submittal.

- The Case Planner will issue the a zoning clearance once the initial comments have been addressed. In the case of a Building Permit only Application, the Planning Division will not issue a Zoning Clearance.

Step 3 – Building Permit Submittal and Review

Following approval of the Planning Permit, the Applicant will prepare detailed construction plans and submit an application for a Building Permit.

Building and Safety staff will review the proposed ADU location and verify that site conditions have been adequately addressed. (Refer to Residential Plan Review List attached below for more information)

Specific instructions on Departmental clearances and other required information (fire, school district, etc.) will be given to the customer by the case planner.

The plan set must be accompanied by the following:

- A completed building permit application and payment of an application and review fees.
- Three complete sets of plans including a site plan showing the proposed location of the ADU, main residence and existing accessory structures. If engineering review is required, four sets of plans will be necessary.
- Two copies of the structural calculations.
- Energy calculations shall be incorporated into the plans.
- If Public Works/City Engineer review is required, two sets of geotechnical reports will be required.

Building and Safety staff will review the proposed ADU and verify that site conditions have been adequately addressed. Applicants will be provided with specific instructions from each reviewing department.

If the proposed ADU is to be served by a septic system, the application packet must include the septic system design and associated geotechnical report for review by Building and Safety staff.. A soils engineer must make a report that existing septic systems can handle the proposed ADU.

If the proposed ADU is to be served by the public sewer, a will-serve letter from Ventura County Waterworks District 1 must be included in the ADU Application Packet.

If the proposed ADU is to be served by well water, a report from Ventura County Environmental Health certifying required water quality and pump and recovery tests must be included in the ADU Application Packet.

If the proposed ADU is to be served by the public water utility, a will-serve letter from Ventura

County Waterworks District 1 must be included in the ADU Application Packet.

- The Case Planner will then communicate next steps to the applicant.

Step 4 - Obtain the Building Permit

Upon obtaining plan approval clearances and payment of permit fees, the customer will be issued a building permit.

**ACCESSORY DWELLING UNIT (ADU) PERMIT
 APPLICATION PACKET**

Submittal Requirements	No. of Copies	
Universal Application Form	1	
Assessor's Parcel Map (with property outlined)	1	
Plan Set (11" x 17" or larger)*	3*	
ADU Project Information Questionnaire	1	
Permit Fee (Zone Clearance) (check payable to "City of Moorpark")**	1	
Building and Safety Standard Plan Check Correction List	1	

* Four sets of plans will be necessary if Public Works review is required.
 **Verify applicable fees with Planning Division staff prior to application submittal.

CERTIFICATION

I, _____, (property owner or applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit. I have also read and incorporated the requirements of the Zoning Code and Specific Plan as applicable to the project.

 Property Owner or Applicant Signature

 Printed Name

 Date

PROPERTY OWNER'S ACKNOWLEDGEMENT

I, _____, property owner of the property located at _____, hereby acknowledge my understanding of the following conditions of approval for the proposed accessory dwelling unit on said property:

- a. Rental agreements for the ADU will be for a minimum period of 30 consecutive days.
- b. The ADU will not be rented to more occupants than allowed by the occupancy limits as defined by the Health and Safety Code.

 Owner's Signature

 Date

PROJECT APPLICATION REQUIREMENTS

In order to complete an application for an ADU Permit, specific materials illustrating and describing the project are required. The required materials are intended to accurately describe the features of the ADU and to simplify review by City staff. Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted and documents must be completed as detailed below.

All plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability.

NOTE: Planning Division staff will not accept incomplete application packages or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

Any questions regarding application filing requirements should be directed to Planning Technician Philip Neumann at (805) 517-6230 or pneumann@moorparkca.gov.

If the proposed ADU qualifies for the Building Permit only Process, you will submit your application materials directly to the Building and Safety Department.

NOTE: Once planning has granted your permit you will need a building permit from the Building & Safety Department. They have separate processing fees and application requirements. Call Building and Safety (805) 517-6272 to verify the exact amount of the fees and materials required for your project.

APPLICATION FORM must be completed, including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number of the project site must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

ASSESSOR'S PARCEL MAP must be provided with the project property clearly outlined. Assessor's parcel maps are available online at <https://assessor.countyofventura.org/research/mappage.asp> or by contacting the Ventura County Assessor's Office, located at 800 South Victoria Avenue, Ventura, CA 93009.

PLAN SET the plans must be submitted on 11" x 17" (or larger) paper and be stapled. They must include the following items and information:

Site Plan

1. Identify and dimension all property lines.
2. Identify locations of all utilities and easements.
3. Location and dimensions of all existing and proposed structures, with existing and proposed structures clearly labeled. Label existing structures proposed for demolition as "to be demolished."
4. Label all landscape and hardscape areas.
5. Provide building setback dimensions, from all building(s) to all property lines, in

- addition to distances between buildings.
6. Label all fences and/or walls with material and height (i.e. 6' wood fence, 4' concrete block wall, etc.)
 7. Provide type, area (square feet) and use of each structure, both proposed and existing.
 8. Label all existing and proposed parking areas, including location, dimensions, and materials. Include existing and proposed curb cuts and/or driveway approaches.
 9. Provide location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
 10. Provide scale and north arrow. Include "reference North" if "true" north is not perpendicular or parallel to the property lines.
 11. Provide structures, land uses, walls and other improvements within 10' of the property line on adjacent properties.
 12. Label dimension from property line(s) to center of adjacent street(s).
 13. Identify and provide dimensions of sidewalks, curbs and streets.
 14. name and street address of the project.
 15. name, address, and telephone number of the design professional that prepared the plans (include on every drawing).
 16. Identify all existing and proposed drainage patterns.

Floor plans:

1. Provide room identification and square footage of each room.
2. Provide room and building dimensions.
3. Label location of doors and windows.

Building Elevations (if there are any exterior modifications or additions):

1. Provide all building sides, with dimensions specified. Height of each building is to be shown from the average grade to the highest point of the structure. If proposal is an addition, show how addition fits with existing building.
2. Identify the finishes by product and color specification for the exterior building materials and other features.

ADU PERMIT APPLICATION FEE for the ADU permit (also known as a "zone clearance") is \$110.00 however; the fee is subject to change with City Council approval. Please contact Planning Division to verify the total fees required.

BUILDING PERMIT APPLICATION FEE

Building and Safety Review and Permit issuance fees are separate and will be assessed at the time that the complete plans are submitted for plan check.