

**TOWN OF ATHERTON
PLANNING APPLICATION**

91 ASHFIELD ROAD
ATHERTON, CA 94027
(650) 752-0544



CONVERSION OF AN EXISTING BUILDING TO AN ACCESSORY DWELLING UNIT (ADU)

*This application is for approval to change the use of an existing legal building, or portion of a legal building, to an ADU. **Additional changes to the building may be required** prior to approval in accordance with Ch. 17.52 of the Town's Municipal Code. Any required or proposed construction or modifications to the building will require a Building Permit. Approval from the Menlo Park Fire District (MPFD) is required for all applications. It is the responsibility of the applicant to submit directly to MPFD and provide documentation of MPFD approval*

TOTAL FEES - \$1,453.78 (Planning Fees - \$980.78, Building Fees – \$198.00, Address Assignment Fees - \$275.00)

SITE ADDRESS _____ APN _____

PROPERTY OWNER:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

ARCHITECT (as applicable):

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

APPLICANT:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Notice: You may protest any of the fees assessed for this permit in accordance with California Government Code 66020 (a). The protest must satisfy the requirements of 66020 (a) and must be filed within 90 days of this notice. In addition, you must tender payment of the protested fees at the time of protest, or provide evidence of arrangements to pay the protested fees or exactions at the time they are due if they are not already due.

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Building Department Approval Date _____

Menlo Fire Approval Date _____

Internal Comments: _____



Planning Submittal Procedure

Submittal Requirements

Three (3) sets of plans are to be submitted to the Planning Department. The complete submittal should contain the following information:

Proof of Legal Building

- The conversion of Accessory Buildings to ADU's shall demonstrate the existing building to be converted is a legal building in the Town of Atherton. Provide proof of legality in the form of a Building Permit number, stamped and approved plans, or other evidence to the satisfaction of the Building Official.

Property Owner Acknowledgement Form

- Complete the acknowledgment form below, requiring that one of the units be owner occupied, may not rented out for less than 30 days, and shall not be sold separate from the main residence.

Site Plan (first sheet):

Please show the following:

- Site plan indicating the location of the proposed ADU and whether it is attached or detached from the main residence.
- Locations of all other structures on the property, including garages or carports, storage buildings, arbors, patios, decks, swimming pools and spas, etc. and provide setback dimensions from the proposed ADU between all structures and all property lines.
- Plans shall demonstrate that there is no other existing ADU on the property.
- Plans shall show independent access for the proposed ADU.
- Location of required onsite parking unless exempt. If exempt, plans shall show the property is located ½ mile of a public transit stop or 1 block from a car share pick-up location.
- Plans shall be dimensioned to detail all setbacks from the ADU.
- All right-of-ways adjacent to the property. Provide street names.
- The entire parcel with all property lines, easement lines, dimensions, and setbacks
- A north arrow
- The scale length of the drawing
- Number each sheet

Please list the following on the first sheet:

- Address and Assessor Parcel Number (APN) of the property
- Legal record of owner of the subject parcel
- Names and phone numbers of the Architect, Designer, Engineer, etc.
- Zoning District
- Square footage of proposed ADU
- Whether or not the main residence has fire sprinklers



Floor Plans

- Existing and proposed floor plans of the structure to be converted into an ADU. Note the intended use and dimensions of all rooms.

Reduced Plans

- All Submittals shall be accompanied by one set of reduced (8 ½” x 11”) plans.

Address Assignment Request Form

- All ADU’s must have their own address. Complete the attached address assignment request form.

Electronic Copy of All Materials

- Include a digital set of all materials to be submitted in the form of a flash drive, CD-Rom, or emailed to project planner.

ACKNOWLEDGEMENT FORM

In compliance with Chapter 17.52, “Accessory Dwelling Units” of the Town’s Municipal Code, as the legal property owner of record, I hereby acknowledge that requiring that:

1. either the main residence or ADU be owner occupied
2. that the ADU may not rented out for less than 30 days, and
3. that the ADU shall not be sold separate from the main residence.

Signature Legal Property Owner of Record

Date

Please print name of Legal Property Owner of Record