

## **SUBMITTAL CHECKLIST FOR USING A PREAPPROVED ADU PLAN**

The City of Pleasanton encourages the development of Accessory Dwelling Units (ADUs). In an effort to streamline the ADU permitting process, the City now allows designers to preapprove their ADU plans. Using preapproved ADU plans can help reduce the time, cost, and uncertainty associated with undertaking the construction of an ADU.

This submittal checklist must be submitted along with applications using preapproved ADU plans. No modifications to the preapproved plan are permitted. Site conditions may preclude you from using the preapproved plan. If you have any questions, please contact the Building Division.

### **INSTRUCTIONS**

Once your submittal package is assembled, you can then upload all the materials through the Accela Citizen Access system at <https://aca.cityofpleasantonca.gov/CitizenAccess>. Please reference the Preapproved ADU plan/permit number (BXX-XXXX) in your project description to clarify that you are using a Preapproved ADU design and apply under “Residential -addition.”

### **ITEMS ALWAYS REQUIRED**

#### **Applications and Forms**

- Preapproved ADU Plan Number: \_\_\_\_\_
- Waste Management Plan (submit electronically at [www.pleasantonwastetracking.com](http://www.pleasantonwastetracking.com))
- Special Inspection and Testing Agreement (if applicable)
- [Zone 7 Impervious Surface Worksheet](#)

#### **Drawing Sheet Index**

- Completed Cover Sheet
- Completed Title Block (on all pages)
- Plot Plan/Site Plan with the following components:
  - Lot dimensions
  - Building footprint(s) with setbacks to property lines and other structures
  - Location of all easement(s)
  - Topographic lines drawn to one-foot contours (for detached ADUs only)
  - Anticipated earthwork quantities
  - Flow arrows showing direction of drainage
  - Existing and proposed utility locations (water, gas, electric, sewer)
  - Locations of new rainwater downspouts and receiving landscaping
  - Landscape screening required by Pleasanton Municipal Code section 18.106
- Color and Material Details
- Foundation Plans (Pier and Mat Foundation Designs/Details submitted by an Engineer of Record with applicable calculations)

#### **Surveys, Studies and Reports**

- Preliminary Title Report

- Geotechnical Report (if applicable)

## **ITEMS SOMETIMES REQUIRED**

### **Wildland Urban Interface (WUI) Details**

- Required if the project is located within the WUI Zone

### **Encroachment Permit**

Required if you are working in the public right-of-way. You must apply for and receive an Encroachment Permit prior to or concurrent with building permit issuance if you are performing work in the public right-of-way such as:

- Installation or replacement of curb, gutter, sidewalk, paving and/or landscaping
- Installation of new or replacement of existing driveway(s)
- Repair or replacement of broken or uplifted curb, gutter, and/or sidewalk
- Installing new or connecting to utilities or trenching within public rights-of-way
- Storage of construction materials on the street
- Placing temporary dumpster(s) on the street
- Driving of trucks & equipment over curb, gutter & sidewalk (corner lots)

### **Structural Load and Lateral Calculations (if applicable)**

- Energy Calculations & Forms (Title 24 Part 6)
- Form CF-1R with all required signatures
- Process and Equipment calculations for new and replacement equipment
- Incorporate CF-1R and applicable energy calculations on drawings
- Incorporate relevant mandatory features and MF-1R on drawings
- Incorporate City of Pleasanton CalGreen Residential Mandatory Measures Checklist on drawings

### **Landscape: Water Efficient Landscape (WELo) Information & tree report**

- [A WELo worksheet](#) is required if the project renovates or rehabilitates 2,500 square feet or more of landscaping.
- Required if the project includes the removal of trees or if the development occurs within the dripline of a tree. Please contact the Landscape Division at 925-931-5672 with any questions regarding trees.

## **SCHOOL FEE PAYMENT**

Proof of school fee payment is required prior to permit issuance for ADUs 500 square feet and above. Please see the instructions below. If you have any questions please contact Pleasanton Unified School District directly at [developerfees@pleasantonusd.net](mailto:developerfees@pleasantonusd.net).

1. Email a copy of your plans to [developerfees@pleasantonusd.net](mailto:developerfees@pleasantonusd.net). Include the B24-XXXX number assigned by the City of Pleasanton, your total or additional square footage amount and the project address. Please include your name, address, phone number and email address.
2. When your plans are received, you will be notified of the total amount due, and an appointment will be made for you to come to the District Office to sign the School Impact Acknowledgment/Certification form and present your payment.
3. Please make your check payable to Pleasanton Unified School District (PUSD). The district can only accept checks as a form of payment.
4. After the form is signed, you will receive the original acknowledgment / Certification form to take to the City of Pleasanton, along with a copy of the form and your check for your records.