

# ACCESSORY DWELLING UNIT/ JUNIOR ACCESSORY DWELLING UNIT PERMIT

## APPLICATION PACKET

**The City of Ripon**



*Community Development Department*

# Accessory Dwelling Unit/Junior Accessory Dwelling Unit Permit Application

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

**For Official Use Only**

ADU# \_\_\_\_\_ Fee \_\_\_\_\_

Completed App. ( ) Yes ( ) No

Approved Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

## **PROPERTY OWNER:**

Name: \_\_\_\_\_  
(Print)

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-Mail Address: \_\_\_\_\_

## **APPLICANT: ( ) Same as Above**

Name: \_\_\_\_\_  
(Print)

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-Mail Address: \_\_\_\_\_

## **PROJECT SITE INFORMATION:**

Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Present Zone: \_\_\_\_\_

**N**

I hereby certify, under penalty of perjury, that the information provided herein is true and correct

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



**ACCESSORY DWELLING UNIT  
and JUNIOR ACCESSORY  
DWELLING UNIT  
APPLICATION INSTRUCTIONS**

Planning Department  
259 N. Wilma Ave., Ripon, CA 95366  
209.599.2108 • [cityofripon.org](http://cityofripon.org)  
Hours: 7:30 a.m. – 5:30 p.m., M-Th

**PLEASE REVIEW CAREFULLY**

To apply for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) in the City of Ripon, **applicants need to first obtain ADU/JADU Clearance (zoning clearance) from the Planning Division.** ADU/JADU Clearance provides eligibility screening to expedite the permit process by verifying that an ADU/JADU proposal complies with Ripon's ADU ordinance prior to Building Plan Check. It is the Applicants responsibility to ensure they are fully complying with the adopted Accessory Dwelling Unit ordinance (Ripon Municipal Code – Chapter 16.86). The attached Accessory Dwelling Unit Clearance Eligibility Worksheet is meant to assist you in ensuring compliance with the City's ADU ordinance. **Applicants may proceed to apply for building permits upon receiving an ADU Clearance letter from Planning that ADU Clearance has been issued.**

**SECTION 1 - APPLICATION MATERIALS FOR PLANNING APPROVAL**

**DOCUMENTS REQUIRED AT TIME OF SUBMITTAL** (failure to submit all required documents will result in an incomplete application):

- Completed Planning Permit Application Form and application fee
- Completed ADU/JADU Clearance Eligibility Worksheet
- Copy of most recent San Joaquin County Property Tax Statement or other proof of ownership
- Copies of most recent PG&E/MID Power and City of Ripon utility bills
- Plans of the proposed ADU/JADU in PDF format (see REQUIREMENTS FOR PLANS section 3 below)
  - ❖ Impact and/or utility connection fees, as well as School fees may apply to your proposed unit pursuant to section 16.86.040 (D) of the Ripon Municipal Code. Please check with the Planning Department on any associated fees prior submittal of application to Planning.

**SECTION 2 - MATERIALS FOR SUBMITTAL TO BUILDING DEPARTMENT AFTER RECEIVING AN ADU/JADU CLEARANCE LETTER FROM PLANNING**

**DOCUMENTS REQUIRED BEFORE ISSUANCE OF A BUILDING PERMIT:**

- Declaration of Restrictions (Deed Restriction) signed and notarized by the property owner(s) and recorded by the San Joaquin County Clerk-Recorders Office. The hours and location of the County Clerk Recorders Office may be found on their website.
  - Copy of the property Legal Description attached as "Exhibit A" to the Declaration of Restrictions (may be found attached to the Property Deed).

- Submittal of completed Building Permit Application and associated ADU/JADU building plans.
- Payment of all associated building permit/plan check fees and other required fees.

### **SECTION 3 – REQUIREMENTS FOR PLANS**

- One (1) set of plans and one flash drive/email containing PDF of all drawing plans
- Plan sheets must be no less than 11" x 17" and no greater than 24" x 36".
- Include North Arrow, date prepared, and bar scale. Acceptable scales are: 1/4" = 1' and 1 /8"= 1'.
- Name and phone number of the person preparing the plan.
- Approval stamp/signature and date from the Homeowners Association (if applicable)

#### **SITE PLAN showing:**

- Location of proposed ADU/JADU
- Property lines, distance between outer edge of street curb and the front/street side property lines
- Location and dimensions of all existing and proposed buildings
- Dimensions of existing and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports and required off-street parking spaces
- Identify all permeable and non-permeable areas and square footage
- Location of drainage ways and access easements. Check with the Public Works Department for public utility, access or slope easements. Private easements typically appear in the property legal description or title report.

#### **ROOF PLAN (existing and proposed on separate drawings) showing:**

- All existing and proposed roof elements
- Label all roof pitches

#### **ELEVATIONS (existing and proposed on separate drawings) showing:**

- Fully dimensioned and prepared to an appropriate scale
- Existing and proposed construction and/or alterations
- Existing and proposed views of each elevation should appear side by side on the plans
- Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes
- Direction of building elevation (i.e. north, south, etc.)
- Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building
- Location of exterior lighting and cut sheet/details of the type of lighting fixtures

#### **FLOOR PLANS (existing and proposed on separate drawings) showing:**

- Fully dimensioned and prepared to an appropriate scale
- Ceiling heights of all interior spaces

- Rooms labeled for use
- Show location of all existing and proposed windows and doors

**WINDOW SCHEDULE** showing:

- Numbered inventory list of existing and proposed windows
- Label existing and proposed window types and dimensions
- Show compliance for required egress windows for bedrooms
- Show style of windows and materials on building plans or elevations
- Cut sheets/brochures of proposed windows – include a dimensioned cross section of window, including exterior trim detail.

**DEMOLITION PLAN** showing (if applicable):

- Identifies all elements that will be removed/replaced
- Written description of elements that will be removed and/or removed and reused materials

**PHOTOGRAPHS** of:

- Front, side and rear elevations
- Proposed work area

**OTHER INFORMATION:** The City may request any other information relevant to the City's review of an ADU project, including but not limited to, a property survey or title report.

# ACCESSORY DWELLING UNIT and JUNIOR ACCESSORY DWELLING UNIT CLEARANCE

## ELIGIBILITY WORKSHEET

Planning Department

259 N. Wilma Ave., Ripon, CA 95366 209.599.2108 • cityofripon.org  
Hours: 7:30 a.m. – 5:30 p.m., M-Th

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Development standards for an ADU/JADU are provided below. Please indicate whether the proposed ADU/JADU meets these standards by filling in the blanks and checking "YES", "NO" or "N/A" for each section. **Some questions are specific to ADU's, while others refer to JADU's, if a particular question does not apply to your proposed unit, please check "N/A".** If you answered "Yes" to all applicable questions (except question #4), your application qualifies for ADU/JADU Clearance and you may apply for building permit review once Planning staff confirms your answers are correct and issues an ADU/JADU clearance letter. A "No" response suggests your proposal may need revisions to comply with the ADU/JADU ordinance.

Does your ADU/JADU meet the following development standards?	Compliance (Check One)	Staff Review (City Use)
1. <u>Applicant for ADU only.</u> The applicant for an ADU must be the current owner of the property. <b>Are you the property owner or submitting on behalf of the property owner?</b>	Yes No N/A	
2. <u>Applicant for JADU only.</u> The applicant for a JADU must be the current owner-occupant of the property. <b>Are you the property owner and do you reside on the property?</b>	Yes No N/A	
3. <u>Zoning.</u> ADUs and JADUs are only allowed on properties zoned for single-family and multifamily residential use. <b>Is the property zoned for single-family or multifamily use?</b>	Yes No	
4. <u>PD Overlay.</u> ADUs and JADUs are not allowed on properties within a PD (Planned Development) overlay district. <b>Is the property located in a PD zoning district?</b>	Yes No	
5. <u>Maximum number of units.</u> ADUs and/or JADUs are only allowed on properties currently containing one single-family dwelling. <b>Is the property developed with only one single-family dwelling?</b>	Yes No	

<p>6. <b>Size limitation - ADUs only.</b> The minimum size for an ADU shall be no less than the square footage established for “efficiency units” (150 sq. ft.). The maximum size for an ADU, including conversions of accessory structures, shall not exceed 850 sq. ft. for a one bedroom ADU or 1,000 sq. ft. for a multiple bedroom ADU.</p> <p>a. How many bedrooms is the ADU? _____</p> <p>b. What is the total floor area of the ADU? _____ sq. ft.</p> <p><b>Does the ADU comply with the size limitations listed above?</b></p>	Yes No N/A	
<p>7. <b>Size limitation - JADUs only.</b> Cannot be larger than 500 sq. ft. in total floor area.</p> <p>a. What is the total floor area of the JADU? _____ sq. ft.</p> <p><b>Does the JADU comply with the size limitations listed above?</b></p>	Yes No N/A	
<p>8. <b>Number of Bathrooms.</b> The maximum number of bathrooms for an ADU shall not exceed one bathroom.</p> <p>a. How many bathrooms does the ADU/JADU contain? _____</p> <p><b>Does the ADU/JADU comply with the allowable number of bathrooms listed above?</b></p>	Yes No	
<p>9. <b>Kitchen facility for ADUs only.</b> An ADU shall provide permanent provisions for cooking which means at a minimum a kitchen sink, cooktop and refrigerator.</p> <p><b>Does the ADU comply with the kitchen facility requirements?</b></p>	Yes No N/A	
<p>10. <b>Kitchen facility for JADUs only.</b> A JADU shall provide cooking provisions that at a minimum meet the requirements of an “efficiency kitchen”. An efficiency kitchen shall contain at least a kitchen sink, appliances that do not require electrical service greater than 120 volts or natural/propane gas, limited food preparation counter space and storage cabinets.</p> <p><b>Does the JADU comply with the “efficiency kitchen” facility requirements?</b></p>	Yes No N/A	
<p>11. <b>Unit Separation for attached ADUs only.</b> An attached ADU is required to have a separate exterior entrance and may have an interior connection to the primary dwelling provided there is a fire-rated door separating the units that is lockable on both sides.</p> <p><b>Does the attached ADU meet the entrance and internal separation requirements?</b></p>	Yes No N/A	
<p>12. <b>ADU/JADU Design Standards.</b> The ADU/JADU must incorporate the same materials, colors, and style of the primary dwelling including roof materials and pitch, eaves, windows, accents, distinctive features, and character defining elements. Furthermore, the ADU/JADU shall exhibit residential character and complement the primary dwelling in terms of proportion, roof form and basic architectural features.</p> <p><b>Does the ADU/JADU design match and complement the primary dwelling as stated above?</b></p>	Yes No	

<p>13. <b>Attached and Detached ADU setback and height requirements – ADUs only.</b> All attached and detached ADU's shall comply with the setback and height restrictions as outlined in sections 16.86.050 (F) and (G) of the Ripon Municipal Code.</p> <p><b>Does the proposed detached ADU comply with the setback and height requirements as outlined in the Ripon Municipal Code?</b></p>	Yes No N/A	
<p>14. <b>Parking exemption – ADUs only.</b> No additional on-site parking is required if the ADU location meets any one of the following.</p> <ul style="list-style-type: none"> <li>a. Within a half-mile distance of a public transit stop.</li> <li>b. Within a designated historic district.</li> <li>c. Within a permit parking zone but a permit is not offered to the ADU.</li> <li>d. Within one block of a car share vehicle spot.</li> <li>e. Within an existing primary dwelling or accessory structure.</li> </ul> <p><b>Does the ADU qualify for a parking exemption?</b></p>	Yes No N/A	

TO BE RECORDED and when recorded mail to:

City of Ripon Planning Department  
Attn: Planning Director  
259 N. Wilma Ave.  
Ripon, CA 95366

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(Space Above This Line for Recorder's Use)

**INSTRUCTIONS:** Prior to you receiving ADU Clearance from the City of Ripon, complete and notarize this form and take it to the San Joaquin County Clerk-Recorder at 44 N. San Joaquin Street, #260, Stockton, CA 95202. Remember to attach a copy of the property's Legal Description, which may be found with the Property Deed. One (1) copy of the fully executed form must be returned to the City of Ripon at the address above. Once recorded, the County may take several weeks to forward a copy to the City, so it is recommended you obtain an extra copy to submit directly to the City in order to expedite processing of your Building Permit. For further information on the Clerk-Recorder's office, call 209-468-3939, or visit [www.sjgov.org/department/reccockl](http://www.sjgov.org/department/reccockl)

**DECLARATION OF RESTRICTIONS  
PERTAINING TO ACCESSORY DWELLING UNIT  
(DEED RESTRICTION)**

Property Owner(s): \_\_\_\_\_, \_\_\_\_\_ ("Property Owner")

Site Address: \_\_\_\_\_, Ripon, CA

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (the "Property").

Whereas, Property Owner is the present owner of certain real property located in the City of Ripon, State of California, more particularly described in the legal description attached as Exhibit A; and

Whereas, the term "Property Owner" shall, if applicable, include heirs named within a currently valid declaration of trust designating ownership of subject property, and shall, if applicable, include principals of a corporation; and

Whereas, Property Owner and/ or persons acting on behalf of Property Owner propose to construct an accessory dwelling unit or convert all or part of an existing structure to an accessory dwelling unit; and

Whereas, the City of Ripon conditions the construction and/or conversion, and occupancy of the accessory dwelling unit, and the Property Owner agrees as follows:

1. The Accessory Dwelling Unit shall not be sold separately from the primary dwelling; and
2. The Accessory Dwelling Unit shall not be rented for a period of less than thirty (30) days; and

3. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with this provision may result in legal action against the property owner, including revocation of any right to maintain an accessory dwelling unit on the property.

This instrument is the deed restriction recorded in compliance with Chapter 16.86 of the Ripon Municipal Code, which generally addresses development prohibitions, owner occupancy requirements, parking requirements, and design requirements. The current restrictions and regulations may be obtained from the City of Ripon Planning Department.

- 1) Agreement to Comply with Restrictions: In satisfaction of the above-referenced condition, Property Owner hereby accepts the obligation to provide written notice to all future, potential buyers of all conditions which apply to the accessory dwelling unit on this property.
- 2) Rights Appurtenant: This declaration is intended to be a covenant running with the land and shall bind and inure to the benefit of the heirs, personal representatives, successors and assigns of each present and future owner of the real property described herein.
- 3) This deed restriction may not be amended, released, terminated, or removed from the Property without the prior written consent of the City of Ripon.
- 4) This deed restriction shall be recorded in the San Joaquin County Clerk Recorder's office.

Property Owner declares under penalty of perjury that these restrictions will be adhered to and he (she) (they) has executed this Declaration of Restriction on Accessory Dwelling Unit.

**OWNER(S) OF RECORD:**  
(Signature must be Notarized)

PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_ DATED: \_\_\_\_\_

[ATTACH NOTARY CERTIFICATES]

**ATTACH LEGAL DESCRIPTION AS "EXHIBIT A"**

TO BE RECORDED and when recorded mail to:

City of Ripon Planning Department  
Attn: Planning Director  
259 N. Wilma Ave.  
Ripon, CA 95366

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(Space Above This Line for Recorder's Use)

**INSTRUCTIONS:** Prior to you receiving JADU Clearance from the City of Ripon, complete and notarize this form and take it to the San Joaquin County Clerk-Recorder at 44 N. San Joaquin Street, #260, Stockton, CA 95202. Remember to attach a copy of the property's Legal Description, which may be found with the Property Deed. One (1) copy of the fully executed form must be returned to the City of Ripon at the address above. Once recorded, the County may take several weeks to forward a copy to the City, so it is recommended you obtain an extra copy to submit directly to the City in order to expedite processing of your Building Permit. For further information on the Clerk-Recorder's office, call 209-468-3939, or visit [www.sjgov.org/department/reccockl](http://www.sjgov.org/department/reccockl)

**DECLARATION OF RESTRICTIONS  
PERTAINING TO JUNIOR ACCESSORY DWELLING UNIT  
(DEED RESTRICTION)**

Property Owner(s): \_\_\_\_\_, \_\_\_\_\_ ("Property Owner")

Site Address: \_\_\_\_\_, Ripon, CA

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (the "Property").

Whereas, Property Owner is the present owner of certain real property located in the City of Ripon, State of California, more particularly described in the legal description attached as Exhibit A; and

Whereas, the term "Property Owner" shall, if applicable, include heirs named within a currently valid declaration of trust designating ownership of subject property, and shall, if applicable, include principals of a corporation; and

Whereas, Property Owner and/ or persons acting on behalf of Property Owner propose to construct an accessory dwelling unit or convert all or part of an existing structure to an accessory dwelling unit; and

Whereas, the City of Ripon conditions the construction and/or conversion, and occupancy of the accessory dwelling unit, and the Property Owner agrees as follows:

1. The Property Owner must reside on the premises in either the principal or junior accessory dwelling. If neither unit is owner-occupied, then the use of the property shall revert to a single-family occupancy. However, governmental agencies, land trusts, or housing corporations owning properties shall be exempt from this owner-occupancy requirement; and
  - a. Nothing in this section shall be construed to prohibit one or both of the units remaining vacant.

This owner-occupancy requirement may be temporarily waived for a period of not more than one (1) year if the Planning Commission finds that the owner has an unavoidable reason for absence and if the owner appoints in writing another person to occupy and take responsibility for maintaining the property. All properties approved for Junior Accessory Dwelling Units must be maintained at a level consistent with the neighborhood in which it is located.

2. The Junior Accessory Dwelling Unit shall not be sold separately from the primary dwelling; and
3. The Junior Accessory Dwelling Unit shall not be rented for a period of less than thirty (30) days; and
4. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with this provision may result in legal action against the property owner, including revocation of any right to maintain an accessory dwelling unit on the property.

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- 3) This deed restriction may not be amended, released, terminated, or removed from the Property without the prior written consent of the City of Ripon.
- 4) This deed restriction shall be recorded in the San Joaquin County Clerk Recorder's office.

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**OWNER(S) OF RECORD:**  
(Signature must be Notarized)

PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_ DATED: \_\_\_\_\_

[ATTACH NOTARY CERTIFICATES]

**ATTACH LEGAL DESCRIPTION AS "EXHIBIT A"**