



Sunnyvale

Community Development
 Department
 Planning Division
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SUNNYVALE HOMEOWNERS: INTERESTED IN BUILDING AN ACCESSORY DWELLING UNIT?

An Accessory Dwelling Unit **ADU** (also known as a granny flat, in-law unit, or second unit) is a small dwelling unit that is located on the same property as a single-family dwelling.

Why Do People Build ADUs?

- To supplement their income.
- For aging relatives who need to be near family but want to maintain independence and privacy.
- For young adults who want to live near where they grew up but can't afford local housing prices.
- To provide an affordable housing option for friends, colleagues, or anyone seeking rental housing.

Next Steps:

- Talk to your family members, tax advisor, and/or legal counsel about possibly making this change to your property.
- For any additional questions on zoning, permits and fees, contact Planning staff or speak with a planner on duty at the One-Stop Permit Center.
- Contact Housing Staff at (408) 730-7254 if you need technical assistance with the process, or referrals to available resources.

ADU OPTIONS TO CONSIDER:

- *Site-built vs. "pre-fab" or manufactured ADUs*
- *Attached vs. Detached vs. Conversion ADUs*

ARE YOU READY TO BECOME A LANDLORD?

*Learn how to become a landlord from Project Sentinel:
 Call (408) 946-6582
 or see Housing.org*

ADU FINANCING OPTIONS
 Coming In 2018 From The
Housing Trust Silicon Valley

ADU RESOURCES:
State of California ADU Website

NUMBER OF ACCESSORY DWELLING UNITS
Only one ADU is allowed on lots that meet the requirements. ADUs are only allowed on lots with a single-family home.

OWNER OCCUPANCY
 At least one of the homeowners must live in the main house or in the ADU if the ADU remains on the property.

PLANNING DIVISION REQUIREMENTS

The Planning Division reviews all accessory dwelling units (ADUs) to ensure they comply with size, location, design and other requirements of the Sunnyvale Municipal Code. The required permit is a Miscellaneous Plan Permit (MPP). Please refer to SMC 19.68.040 for the complete zoning regulations.

SUMMARY OF THE ZONING REQUIREMENTS FOR ALL ADUs:

- Detached ADUs must not be in front of the main residence.
- The entrance to the ADU and the entrance to the primary dwelling unit must not be on the same wall plane facing the public street; however, if the entrance to the ADU is above the first floor, it must not be on the same building side as the entrance to the primary dwelling unit.
- Exterior materials, colors, design and appearance of an ADU must be consistent with the primary dwelling unit on the same lot.
- A deed restriction must be recorded requiring the property to be owner-occupied as long as the ADU remains on the property (see sidebar).
- All applicable zoning development standards (i.e. setbacks, lot coverage, etc.) apply.

DEED RESTRICTION

Prior to issuance of the building permit, the property owner shall sign and record a deed restriction on the property that states the property shall be owner-occupied from the date of recordation as long as the ADU remains on the property. The deed restriction forms and recordation instructions will be provided by your Project Planner.

REQUIREMENTS FOR NEW OR EXPANDED ADUs

The following is a summary of the zoning requirements for new or expanded ADUs. New or expanded ADUs are those that are proposed as part of a new addition to the primary dwelling or in a new or expanded detached structure.

Allowed Zoning Districts	R-0, R-1, R-2 and Residential DSP Blocks
Minimum Lot Size	6,000 sq. ft. for R-0 zoned lots 8,000 sq. ft. for R-1 zoned lots 5,000 sq. ft. for R-2 and Residential DSP Blocks
ADU Size	150 sq. ft. minimum 700 sq. ft. maximum
ADU Parking	1 additional off-street parking space unless eligible for parking exemption (consult with Planner on duty)
Additional Design Standards	1,000 sq. ft. open space minimum for R-2 lots

CONVERTING GARAGES TO ADUs

Replacement parking for the primary dwelling unit is required when a garage is converted to an ADU. The replacement parking spaces must be located on the same lot. A design review process may be required for applications involving proposed covered replacement parking related to ADU conversions.

REQUIREMENTS FOR ADU CONVERSIONS

The following is a summary of the zoning requirements for converting existing floor area into an ADU. Conversions must be entirely within an existing legal structure (as part of the primary dwelling unit or in an existing detached structure).

Allowed Zoning Districts	R-0, R-1, R-1.5, R-1.7/PD, R-2, or Residential DSP Blocks
Minimum Lot Size	No minimum
ADU Size	150 sq. ft. minimum
ADU Parking	None (see sidebar if an existing garage is proposed for ADU conversion)
Additional Design Standards	<ul style="list-style-type: none">• The floor area to be converted to an ADU must be legal and permitted.• Sufficient side and rear setback is required for fire safety. Consult with Fire Protection Division staff.• Minimal exterior changes allowed (mainly related to building egress).

SUBMITTAL REQUIREMENTS FOR PLANNING DIVISION REVIEW

Application signed by the property owner (1 copy)

- Site Plan showing the location of the accessory dwelling unit, primary dwelling unit, required parking and property lines (2 copies)
- Floor plans for primary dwelling unit and/or accessory structure (2 copies)
- Architectural Elevations (2 copies)
- Photos of existing structures on-site (1 copy)

Fee (non-refundable) _____

BUILDING PERMIT REQUIREMENTS

Building permits are required for all ADUs to ensure safe construction and conformance with code requirements.

- Fire sprinklers are not required for new ADUs if fire sprinklers are not required for the primary dwelling unit on the same lot.
- No new or separate utility hookups are required for ADU conversions; however, a utility fee may be required for new or expanded ADUs.
- A Transportation Impact Fee (TIF) is required for all ADUs and must be paid when submitting for a building permit. Consult with the Planner on duty for the estimated amount.