

ACCESSORY DWELLING UNIT AND JUNIOR ACCESSORY DWELLING UNIT APPLICATION INFORMATION PACKET



City of Orange

Community Development Department – Planning Division
300 East Chapman Avenue, Orange CA 92866
(714) 744-7220

This application form is available online at: www.cityoforange.org



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Reference document for ADU and JADU samples located at
<https://www.cityoforange.org/home/showpublisheddocument/3651/637957460589270000>



Community Development Department Mission Statement

To guide the development and preservation of a livable, safe, and sustainable Orange.

ADU or JADU Project Application

City of Orange

Community Development Department
 Planning Division
 300 East Chapman Avenue
 Orange, CA 92866-1591
 (714) 744-7220
 www.cityoforange.org

This section to be completed by Staff

APP. TYPE	APP. NUMBER	FEE
<input type="radio"/> ADU	_____	_____
<input type="radio"/> JADU	_____	_____
		TOTAL: _____
Historic District/Historic Property:	<input type="radio"/> Yes	<input type="radio"/> No
Orange Park Acres:	<input type="radio"/> Yes	<input type="radio"/> No
General Plan: _____	Zoning: _____	
Payment Type: _____		
Date Filed: _____	Received By: _____	

SECTION 1 – Site Information

Project Title/Name: _____
 Project Address/Location: _____
 Assessor Parcel Number: _____
 Tract/Lot Number: _____

REQUIRED: Briefly describe your proposed project:

SECTION 2 – Applicant Information

Name of Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

SECTION 3 – Contact Information (main contact person for project)

same as Applicant

Name of Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

SECTION 4 – Property Owner Information (land owner information)

same as Applicant

Name of Company and Person Responsible: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Cell: _____ E-mail: _____

SECTION 5 – Payment Information

same as Applicant

Name of Company and Person Responsible: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell: _____ E-mail: _____

SECTION 6 – Project Information

(Section Required. If no construction proposed, fill in Existing column only)

Project Description/Request:	Existing	Proposed
Lot size		
Size(s) of ADU or JADU		
Number of Structures on Lot		
Number of ADUs or JADU		
Square Footage of Subject Unit		
Square Footage of Primary Unit		
Aggregate Square Footage of all accessory structures		
Number of Parking Spaces		

SECTION 7 – Land Owner Affidavit

_____ declares that I am the owner of the property addressed or
(print name above)

otherwise located as follows:

(print address above)

I hereby certify that I am the owner of the real property described in this application. I hereby authorize this application to be processed for my property, and grant authority to the applicant to represent me and to bind me in all matters concerning this application. I certify that all of the information contained in this application, including the information contained in all plans and other materials submitted with this application, are, to the best of my knowledge and belief, true and correct. Should any of the information submitted be false or incorrect, I hereby agree to defend, indemnify, and hold harmless, the City of Orange, its officers, agents, and employees, from any and all liability and loss by reason of its reliance on any such information. I grant authority to the City to place a public hearing notice on the subject property if one is required.

Property Owner Signature: _____ Date: _____

SECTION 8 – Certification (Every application must be signed below by the Applicant.)

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Print Name: _____ Telephone No: _____

SUBMITTAL CHECKLIST

Required for All Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) Applications

The following instructions within the checklist below are intended to assist you in submitting a complete application packet to enable expeditious processing of your ADU or JADU. You are highly encouraged to consult with planning staff and refer to sample ADU or JADU diagrams prior to initiating ADU or JADU plan preparation. If you have any questions about required application submittal items, please contact the Planning Division at (714) 744-7220. Prior to application submittal and acceptance, a Planner will review your application materials to determine if all necessary submittal items are provided. All submittal items are required to be provided with an application; and an incomplete application will not be accepted.

To view examples of possible ADU and JADU site plan and floor plan scenarios, please visit the following reference document at the below link:

<https://www.cityoforange.org/home/showpublisheddocument/3651/637957460589270000>

Please Note:

Planning submittals are accepted in digital format ONLY via USB drive. Please read the following instructions carefully:

1. All files within the USB drive shall be in PDF format
2. Each plan sheet type shall be saved separately as individual files (i.e. Site Plan, Elevations, Floor Plan, Grading Plan, Landscape Plan, etc.)
3. Each file shall be accurately named to its content and shall have the address included (i.e. 1234 Santa Lane - Application; 1234 Santa Lane - Site Plan, etc.)
4. All files MUST be saved within a labeled folder of the project address on the USB.

Checked boxes indicate that all items have been submitted for that category.

Crossed-Out boxes indicate that an item is not required/not applicable to the project application.

Checklist of Submittal Items Required With Every Application:

Application – Completed City “ADU or JADU Project Application.”

(Pages 1 – 3 attached) The application must be complete, typed, and signed. Additional sheets may be attached if necessary.

Application processing fee as found in the [Planning and Building Fee Schedule](#).

Checklist. Please submit this checklist in its entirety with your application information.

Landowner’s Affidavit. (Page 2 and 3 within the ADU or JADU Project Application attached.) The authorization confirms the property owner’s authorization that a specific agent(s) may act on his/her behalf. If the property owner is a corporation or LLC, please provide documentation that the individual signing the affidavit is authorized to do so.



Proof of property ownership. Proof of property ownership shall be provided in the form of a grant deed, title report, or other similar instrument that officially documents property ownership.

Preliminary title report and legal description of the property.

1. For multifamily residential properties, staff will review the title report for easements or other restrictions, which would conflict with the proposal. A preliminary title report can be obtained through a third party, which specializes in property reports.

2. For single-family residential properties, a preliminary title report is **NOT REQUIRED** at submittal. The landowner is fully responsible for observing and complying with all easements.

Plan Set and Supporting Materials:

The plans shall be accurately prepared according to a standard architectural or engineering scale and include a north arrow and legend. All portions of the plan should be adequately detailed and dimensioned. Separate existing and proposed site plans are required. Structural plans are not to be included. Basic ADU and JADU plan sets shall include:

Electronic plans in PDF file format

Site Plans:

Separate Existing Site Plan

Separate Proposed Site Plan

Unit Type - Indicate Primary Dwelling, ADU and/or JADU

Specify the use for each room in EACH unit if attached.

Property Lines - label and dimension all property lines

Existing Building Square Footage

Proposed Building Square Footage

Setbacks to Property Lines: Front, Side, Rear, and Building to Building

Open Space - (Required for New Construction) show the amount in calculations of proposed open space (may not include front yard setback, driveways, parking, or side yards less than 8ft)

Other Structures - Show all other structures and appurtenances:

Label location of proposed and existing fences/walls/gates

Label location of pools, spas, ponds, or other water features

Label location of fireplaces, chimneys, gazebos, patio covers, carports, and any other structures

Label location of existing and proposed trash/recycling container storage areas for both of the existing dwelling and the ADU/JADU

Label location of heating and cooling equipment including water heaters and A/C condensers

Label location of meters and check valves, and any other electrical or mechanical equipment.



- Indicate existing and proposed easements with dimensions on site plan; if there are no easements onsite, please note that in the plans as well.
- Parking Facilities - Show all existing and proposed driveways and parking spaces with gates/doors for each, including spaces within garage/carport and spaces designated for RV/Boats.

- Existing Floor Plan** required if ADU is ATTACHED. (Label with use, size, dimensions of each room)

- Proposed Floor Plan** (A full floor plan is required. Label with use, size, dimensions of each room)
 - All Floor plans must include the following:
 - Interior Layout and Dimensions
 - Total Square Feet of habitable space of primary dwelling
 - Total Square Feet of all non-habitable structures (garages, etc.)
 - Total Square Feet of JADU/ADU
 - If the ADU/JADU has multiple stories, the sq. ft. of the stairs shall be counted on the first floor only
 - ADA Compliance if required.

- Elevations**
 - All portions of the elevations should be adequately detailed and dimensioned:
 - Architectural Detailing
 - Height
 - Exterior Finish Materials and Color. The architectural style of the proposed ADU should match existing residence (roof pitch, colors, materials, window style, etc.)
 - Colored Elevations required if proposed differs in materials, color, or style of existing dwelling.

- Roof Plan:**
 - Show existing house roof pitch and direction
 - Show proposed roof pitch and direction
 - Show any existing or proposed roof mounted equipment
 - Show any existing or proposed screening



Landscape Plan: (May be included with Site Plan)

- Show all existing landscaping
- Provide amount of existing landscaping in sq. ft and % of site
- Show proposed landscaping
- Provide amount of proposed landscaping in sq. ft and % of site
- Provide amount of proposed hardscape in sq. ft and % of site
- Show amount of site area to be dedicated to pools and/or other water features
- Show and label all existing trees to be retained and/or removed
- Show and label the location of any new trees to be planted

Photos of the Site and Surrounding Property

- Digital photographs along with digital plan set
- Show location of existing structures
- Show location of proposed JADU/ADU
- Show the street view of the property
- Show view of structures on adjacent properties

Name: _____ Signature: _____

This signature acknowledges that you have read the above requirements and are certifying that all of the requested information has been provided. Failure to provide the required information may result in a delay in processing your application. Please note that the City has 30-days to review each submittal and resubmittal.

Plan Content Requirements prior to Application Submittal:

(City of Orange Planning Division staff completion only)

Planner Name and Title _____

Date _____

All application submittals must have the following:

- Completed Accessory Dwelling Unit or Junior Accessory Dwelling Unit Application
- Application processing fee as found in the Planning and Building Fee Schedule
- Landowner's Affidavit
- Proof of Property Ownership (i.e. copy of the Grant Deed)
- Preliminary Title Report
- This Checklist, as completed by planning staff
- Plans and supporting materials. Must be fully complete per Plans and supporting materials (pages 5 – 7 of application):
 - 1. One (1) of existing and proposed plans:
 - Site Plan
 - Elevations
 - Floor Plan
 - Cross Section
 - Roof Plan
 - 2. Electronic copy of plans (PDFs)
 - 3. Landscape Plan, may be included with Site Plan
Not required because _____
 - 4. Photos of site and surrounding property
 - 5. Elevations or Colored Rendering
Not required because _____



Additional Items: _____

Checklist Guide for various ADU scenarios:

The checklists on the following pages are intended as a guide to help determine general planning requirements for ADU and JADU projects. It is not meant to be a full comprehensive list of ADU and JADU requirements. Please see sample ADU and JADU plan scenarios at the below link:
<https://www.cityoforange.org/home/showpublisheddocument/3651/637957460589270000>

SINGLE-FAMILY PROPERTIES:

Junior Accessory Dwelling Unit (JADU)

- Maximum of one JADU where no JADU exists
- Maximum of one bedroom
- Maximum of 500 square feet
- Minimum size of 150 square feet
- May not exceed 16 feet in height or the height of the existing space being converted
- Owner occupancy required
- Maximum occupancy of two persons
- Separate private entrance required
- Requires a closet
- Includes access to a bathroom either:
 - A separate bathroom containing a water closet, lavatory, and bathtub, or shower, or;
 - Direct access to such facilities in the existing single-family dwelling
- Kitchen required which shall include:
 - A cooking facility with appliances and refrigeration
 - Food preparation counter with a clear working space of not less than 30 inches in front
 - Storage cabinets for food (pantry) of reasonable size in relation to JADU
- Must be created through the conversion of existing livable floor area
- No addition or expansion will be allowed for a JADU, except an expansion up to 150 square feet when necessary for ingress and egress only
- Must be attached to the primary single family residence
- For conversion of an attached garage, the JADU project must include the following:
- Replacement parking (a OMC compliant garage must be provided elsewhere onsite)
 - Any garage door(s) must be removed and the opening shall be treated and finished to match the building



MULTIFAMILY PROPERTIES ARE NOT ALLOWED TO HAVE A JUNIOR ACCESSORY DWELLING UNIT (JADU).

Conversion of existing non-habitable area for an Attached or Detached Accessory Dwelling Unit

- ❑ Maximum of one ADU, where no ADU exists
- ❑ Maximum of one bedroom per 500 square foot increment
- ❑ Requires a kitchen, bathroom, living room, and dining room that are large enough to accommodate the amount of bedrooms proposed
- ❑ For conversion of an accessory structure (including attached garages), any garage door(s) or large openings must be removed and the opening shall be treated and finished to match the building
- ❑ Expansions or additions are allowed as follows:



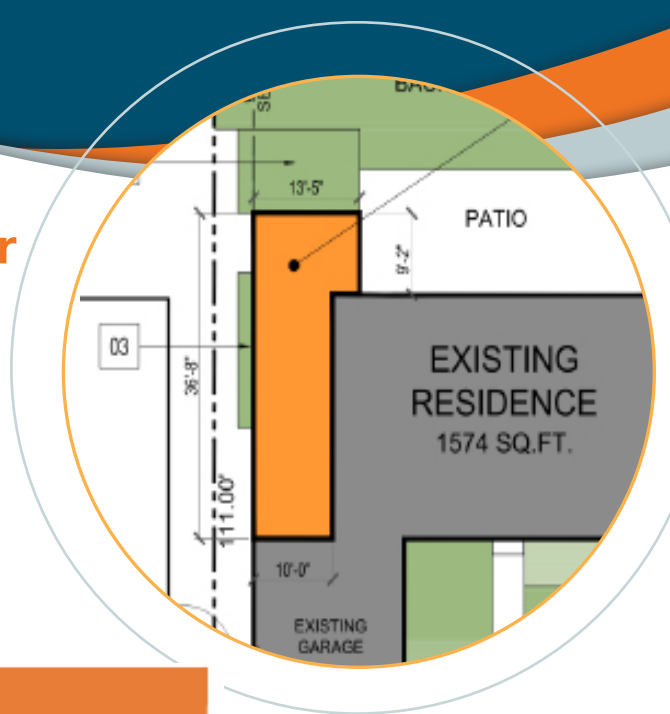
ADU Standard	ADU Size	
	800 square feet and less	Over 800 SF
Maximum ADU Size	800 Square Feet	Cannot exceed 50% of the gross square footage of the primary residence
Ingress/Egress expansion	Not applicable	Maximum of 150 SF only for ingress or egress
Addition for ADU	Square footage net increase up to 800 Square Feet	Square footage net increase up to 1,000 Square Feet ^{*see note*}
Maximum Height	May not exceed 16 feet in height or the height of the existing space being converted	
Open Space	No requirement	Open space is required per zoning district standard
Access	<ul style="list-style-type: none"> • Separate private entrance required • For Attached ADUs, no internal access may occur between the single-family residence and the ADU 	
Setbacks	<ul style="list-style-type: none"> • Existing and legally permitted setbacks are allowed • Front yard setbacks must meet zoning district setbacks (usually 20 feet) • ADUs attached to the principal home must meet zoning district setbacks • Detached ADUs must be located at least 6 feet away from any other building 	
Setbacks continued	4 feet from side and rear yards when detached from the principal home	Must meet zoning district setbacks
Parking	Providing on-site parking outside of required setbacks is encouraged but no additional parking is required	

* Allowed only when the aggregate square footage of all accessory structures (including the existing garage, any storage structures, and proposed ADU) is less than 50% gross square footage of the principal home. Consult with a Planner.

New Construction for an Attached or Detached Accessory Dwelling Unit

- ❑ Maximum of one ADU, where no ADU exists
- ❑ Maximum of one bedroom per additional 500 square foot increment
- ❑ Requires a kitchen, bathroom, living room, and dining room to accommodate the number of bedrooms proposed

ADUs are allowed as follows:



ADU Standard	ADU Size	
	800 square feet and less	Over 800 SF
Maximum ADU Size	800 Square Feet	1,000 Square Feet ^{*see note*} Size also cannot exceed 50% of the gross square footage of the primary residence
Maximum Height	Maximum height is 16 feet	
Open Space	No requirement	Open space is required per zoning district standard
Access	<ul style="list-style-type: none"> • Separate private entrance required • For Attached ADUs, no internal access may occur between the single-family residence and the ADU 	
Setbacks	<ul style="list-style-type: none"> • Front yard setbacks must meet zoning district setbacks (usually 20 feet) • Attached ADUs to the principal home must meet zoning district setbacks • Detached ADUs must be located at least 6 feet away from any other building 	
Setbacks continued	4 feet from side and rear yards when detached from the principal home	Must meet zoning district setbacks
Parking	<ul style="list-style-type: none"> • One open parking space (10 feet wide by 20 feet long) • Parking space cannot be in zoning district setbacks • Parking may be exempt if one of the State ADU parking exemptions can be met. Two of the possible exemptions most commonly applied are as follows: <ol style="list-style-type: none"> 1) The ADU is located within one-half mile walking distance of public transit as defined by the Department of Housing and Community Development. 2) The ADU is located within an architecturally and historically significant historic district. 	

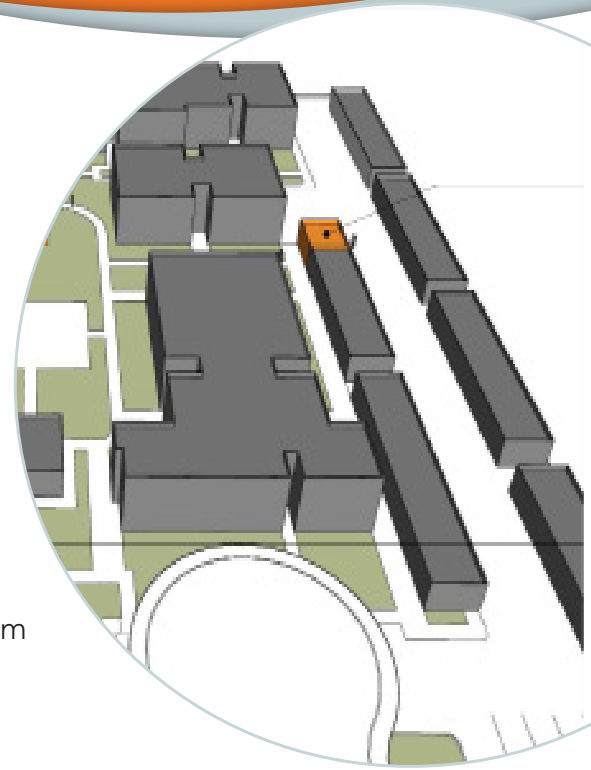
* Allowed only when the aggregate square footage of all accessory structures (including the existing garage, any storage structures, and proposed ADU) is less than 50% gross square footage of the principal home. Consult with a Planner.

Multi-Family Properties

Multifamily properties cannot add another principal dwelling unit as long as an ADU is present.

Conversion of existing floor area for Accessory Dwelling Units

- ❑ Maximum number of converted non-habitable space ADUs is 25% of the number of existing dwelling units on the property, at minimum one non-habitable space ADU conversion will be allowed
- ❑ ADU must be within portions of the existing multifamily dwelling structure not used as livable space (for example boiler rooms, storage room, passages, garages, etc.)
- ❑ Each ADU requires a kitchen, bathroom, living room, and dining room that are large enough to accommodate the amount of bedrooms proposed
- ❑ For conversion of attached garage(s), any garage door(s) must be removed and the opening(s) shall be treated and finished to match the building(s)



ADUs are allowed as follows:

ADU Standard	ADU Size	
	800 square feet and less	Over 800 SF
Ingress/Egress expansion	Maximum of 150 SF only for ingress or egress	
Maximum ADU size	800 Square Feet	1,000 Square Feet ADU size cannot exceed 50% of the gross square footage of the primary residence
Maximum Height	May not exceed 16 feet in height or the height of the existing space being converted	
Open Space	No requirement	Open space is required per zoning district standard
Access	Separate private entrance required	
Setbacks	<ul style="list-style-type: none"> • Existing and legally permitted setbacks are allowed • Front yard setbacks must meet zoning district setbacks 	
Setbacks continued	4 feet from side and rear yards when detached from a primary structure	Must meet zoning district setbacks
Parking	Providing on-site parking outside of the required zoning district setbacks is encouraged, but no additional parking spaces are required	



Multi-Family Properties (continued)

New Construction of detached Accessory Dwelling Units

Please note: New construction of an attached ADU is not permitted, consistent with state and local zoning laws.

- Maximum of two detached ADUs
- Requires a kitchen, bathroom, living room, and dining room that are large enough to accommodate the amount of bedrooms proposed

Detached ADUs are allowed as follows:

ADU Standard	ADU Size	
	800 square feet and less	Over 800 SF
Maximum ADU size	800 SF	1,000 Square Feet ADU size cannot exceed 50% of the gross square footage of the primary residence
Maximum Height	Maximum height is 16 feet	
Open Space	No requirement	Open space is required per zoning district standard
Access	Separate private entrance required	
Setbacks	<ul style="list-style-type: none"> • Front yard setbacks must meet zoning district setbacks • Detached ADUs must be located at least 6 feet away from any other building 	
Setbacks continued	4 feet from side and rear yards when detached from the principal home	Must meet zoning district setbacks
Parking	<ul style="list-style-type: none"> • One open parking space (10 feet wide by 20 feet long) • Parking space cannot be in the zoning district setbacks • Parking may be exempt if one of the State ADU parking exemptions can be met. Two of the possible exemptions most commonly applied are as follows: <ol style="list-style-type: none"> 1) The ADU is located within one-half mile walking distance of public transit as defined by the Department of Housing and Community Development. 2) The ADU is located within an architecturally and historically significant historic district. 	

Frequently Asked Questions

- **Are there pre-approved plans that I can use to construct my ADU or JADU?**

No, there are no pre-approved plans you can use. However, we do have sample ADU and JADU site plans and floor plans available for reference to help you design your own ADU or JADU. These images are examples of different options you can consider and may not completely be applicable to your site and project. You can reference the samples at the following link:
<https://www.cityoforange.org/home/showpublisheddocument/3651/637957460589270000>.
- **How many ADUs can I have?**

A single-family residence is allowed to have one ADU and one JADU. For multifamily properties, please confirm with a Planner.
- **How many bedrooms can my ADU or JADU have?**

One bedroom per each additional 500 square foot increment of JADU/ADU floor area.
- **If I cannot have another bedroom can I have an office, playroom, loft, or similar area?**

By definition in the OMC, a bedroom is any habitable room other than a bathroom, kitchen, dining room, or living room. If the proposed area can be easily enclosed, hold a bed and a wardrobe; it will be considered as a bedroom.
- **Can I use my RV as an ADU?**

No, ADUs and JADUs must be on permanent foundations so an RV, park trailer, trailer coach, or any other similar vehicle cannot be made into an ADU or JADU.
- **Can I use a manufactured home as my ADU?**

Yes, manufactured homes on permanent foundations may be used as ADUs. Manufactured homes must be certified by the California Department of Housing and Community Development. Please contact the City of Orange Building Division at (714) 744-7200 for more information.
- **How many bathrooms can my ADU or JADU have?**

Although there is no real limit for the number of bathrooms for an ADU, a reasonable amount of bathrooms will be allowed as determined by staff. Generally, one bathroom per bedroom and a half bath for guests is considered reasonable.
- **Can I rent my ADU or use it for Short Term Rentals (STR)?**

Short Term Rentals are prohibited. STRs have rental periods of less than 30 days. However, you may rent your ADU as a long-term rental, rental periods of 30 days or more (for example month to month or yearlong lease contracts).
- **How large or how small can my ADU be?**

The minimum size for an ADU is 150 square feet. The maximum size a newly constructed ADU can be is 1,000 square feet; however, zoning limitations apply for ADUs over 800 square feet, which may limit the maximum allowable size to less than 1,000 square feet. Please confirm maximum size with a Planner.
- **What is a primary residence or primary dwelling?**

A residence located on a lot zoned for a residential dwelling(s) and consisting of at least fifty (50) percent greater floor space than any other dwelling on the lot. A primary residence has direct utility connections, is typically the first residence constructed on a lot, and is the largest unit when an accessory dwelling unit is constructed concurrently. Accessory Dwelling Units are not primary residences. Primary residence or primary dwelling may be used interchangeably with other common names such as, but not limited to: main residence/house, principal unit/home, single family residence, etc.
- **Where can my ADU be located?**

The ADU may be located attached or detached from the primary dwelling unit. Setbacks will vary according to the size of proposed ADU, site orientation, and structures on site. Please confirm a pro-

- **Can I build an ADU above my garage or as a second story to my home?**

Generally, no, ADUs cannot be built above a garage or home because the maximum height of an ADU is 16 feet as measured from grade to the top of the structure.

- **What are my parking requirements?**

JADUs are not required to provide parking. However, if a garage is converted into a JADU, replacement parking (parking for the principal home) will be required. This means that if you convert a garage to a JADU, a new garage will be required.

ADUs are required to have one parking space. Parking space must be 10 feet in width by 20 feet in length, must be located outside of any setbacks, and cannot block access to a required parking spot (i.e. cannot be placed in front of the garage). Exemptions exist for required parking. The two most common exemptions are:

1. The ADU is located within one-half mile walking distance of public transit as defined by the Department of Housing and Community Development.
2. The ADU is located within an architecturally and historically significant historic district.

- **Do I need Planning/Zoning Review?**

Yes, all JADU and ADU requests require approval of a completed ADU/JADU application prior to submitting plans for Building Plan Check. Please contact the Planning Division at (714) 744-7220 for additional questions.

- **Do I have to pay Development Impact Fees (DIFs) and if so how much?**

ADUs over 750 square feet are required to pay reduced impact fees. Please contact the Building Division at (714) 744-7200 for questions about impact fees for your project.

- **Do I need a soils report?**

Generally, a soils report will be required for new construction that is 1,200 square feet or greater. However, depending on the location and soil composition, any new construction that is greater than 500 square feet may be required to have a soils report. Please contact the Building Division for additional information at (714) 744-7200.

- **Do I need to do a survey of my property?**

No, a full survey of your property is not required. However, it may be in your best interest to conduct one if the property has unique characteristics or if it is known that property lines are unclear. Also, depending on project and site conditions, the Building Division may require a project to obtain a Line and Grade Certification, please contact the Building Division for additional information at (714) 744-7200.

- **What is required for Building Plan Check submittal?**

Building submittal requires three (3) sets of plans and two (2) sets of calculations.

- **Can I have separate utility meters?**

Yes, it is possible to have separate utility meters for an ADU or JADU.

- **Can I have a separate address for my ADU?**

Yes, JADUs and ADUs will be assigned their own address. An application for addressing must be applied and paid for through the Department of Public Works.

