



# City of Grover Beach

## COMMUNITY DEVELOPMENT DEPARTMENT

### PRE-REVIEWED ACCESSORY DWELLING UNIT PERMIT CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **Applications not containing necessary information will not be accepted for review.** Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”. If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520.

**For Use with Pre-Reviewed Accessory Dwelling Unit Stock Plans Only**



<b>**ELECTRONIC SUBMITTAL ONLY – NO HARD COPY SUBMITTALS**</b>	
<b>Initial Review</b>	10 Business Days
<b>Subsequent Reviews</b>	10 Business Days



**INCOMPLETE SUBMITTALS WILL BE REJECTED & PROPERTY OWNER NOTIFIED**

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR PRE-REVIEWED ADU STOCK PLANS
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>COMPLETED BUILDING PERMIT APPLICATION.</b> Application can be found here: <a href="https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=">https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=</a> . Ensure on building application clearly select which stock plan you will be utilizing on your property.</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>ADU STOCK PLAN FILLABLE SHEET.</b> Complete fillable Sheets G0.0 and Sheet G0.1. Please provide all required information and checkmark all required sheets you will be using. ADU Stock Plan Fillable sheets can be found here:</p> <ul style="list-style-type: none"> <li>Efficiency Studio: <a href="https://www.groverbeach.org/DocumentCenter/View/13619/A1-EFFICIENCY-STUDIO_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13619/A1-EFFICIENCY-STUDIO_CC-ADU_Grover-Beach-Fillable</a></li> <li>Studio: <a href="https://www.groverbeach.org/DocumentCenter/View/13619/A1-EFFICIENCY-STUDIO_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13619/A1-EFFICIENCY-STUDIO_CC-ADU_Grover-Beach-Fillable</a></li> <li>1 bedroom: <a href="https://www.groverbeach.org/DocumentCenter/View/13621/A3-ONE-BEDROOM_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13621/A3-ONE-BEDROOM_CC-ADU_Grover-Beach-Fillable</a></li> <li>1 bedroom plus: <a href="https://www.groverbeach.org/DocumentCenter/View/13622/A4-ONE-BEDROOM-PLUS_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13622/A4-ONE-BEDROOM-PLUS_CC-ADU_Grover-Beach-Fillable</a></li> <li>1 bedroom loft: <a href="https://www.groverbeach.org/DocumentCenter/View/13623/A5-ONE-BEDROOM-PLUS-LOFT_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13623/A5-ONE-BEDROOM-PLUS-LOFT_CC-ADU_Grover-Beach-Fillable</a></li> <li>2 bedroom: <a href="https://www.groverbeach.org/DocumentCenter/View/13624/A6-TWO-BEDROOM-PLUS_CC-ADU_Grover-Beach-Fillable">https://www.groverbeach.org/DocumentCenter/View/13624/A6-TWO-BEDROOM-PLUS_CC-ADU_Grover-Beach-Fillable</a></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR).</b> Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>POST STORMWATER POST CONSTRUCTION PACKET.</b> This form is to be completed and signed if adding any new impervious surface. This packet can be found here: <a href="https://grover.org/DocumentCenter/View/4567/Development--Construction-Stormwater-Requirements?bidId=">https://grover.org/DocumentCenter/View/4567/Development--Construction-Stormwater-Requirements?bidId=</a></p>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>EMAIL COMPLETED APPLICATION &amp; PLANS.</b> Email completed application and associated plans to <a href="mailto:comdev@groverbeach.org">comdev@groverbeach.org</a>. All electronic plans shall be in PDF format, to scale or scale provided on plans. Please see these instructions: <a href="https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions">https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions</a></p>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>PAYMENT OF BUILDING PERMIT FEES.</b> Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).</p>

**\*\*NOTE\*\***

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application or permit issuance.

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PROJECT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A site plan shall be included either as a separate attachment or on Sheet G0.1 and include the following:</p> <ul style="list-style-type: none"><li>• North arrow and a graphic scale / scale shown on plans</li><li>• Property lines</li><li>• All existing structures on-site</li><li>• Proposed improvements</li><li>• Name and width of all existing and proposed streets</li><li>• Location of proposed drainage facilities (refer to Development Code Section 5.50.080, Drainage Standards)</li><li>• Location of existing and proposed utility lines and connections.</li><li>• Location and heights of all proposed walls, fences</li><li>• Location of parking areas</li><li>• Location of existing landscaped areas</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Grading and drainage plan completed by a licensed professional (stamped and signed) with the following:</p> <ul style="list-style-type: none"><li>• Show existing topography and any significant vegetation (indicate size and type)</li><li>• Provide property lines with scale or dimensions</li><li>• Source of topographic information - must be tied to California NAD 83 coordinate system</li><li>• Show all proposed grading, provide estimated amounts of cut and fill</li><li>• Show all proposed drainage basins and calculate storage volume. Provide calculation indicating on-site retention complies with Development Code Section 5.50.080.C</li><li>• Outline of all proposed structures, driveways, walkways, fencing, etc.</li><li>• North arrow (with plan oriented so north points to top of sheet) and scale</li><li>• Show grades and structures within 10 feet of property boundary</li></ul>