

**ACCESSORY DWELLING UNIT (ADU)
PERMIT SUBMITTAL REQUIREMENTS HANDOUT**



Submittal Requirements

	No. of Copies	
Application Form	1	<input type="checkbox"/>
ADU Project Information Questionnaire	1	<input type="checkbox"/>
Title Report (dated within the last six months)	1	<input type="checkbox"/>
Plan Set (11" x 17" including a site plan, floor plan, and elevations)	3	<input type="checkbox"/>
Photographs of site and surrounding land uses with photo key map	1	<input type="checkbox"/>
Planning Application Fees (Make check payable to "City of Oxnard")*	1	<input type="checkbox"/>

*Verify applicable fees with Planning Division staff prior to application submittal.

CERTIFICATION

I, _____, applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit. I have also read and incorporated the requirements of the Specific Plan within which the project is located (as applicable).

Signature Date

OWNER'S PRELIMINARY ACKNOWLEDGEMENT

I, _____, owner of the property located at _____, hereby acknowledge my understanding of the following conditions of approval for the proposed accessory dwelling unit on said property.

- a. I will reside in either the primary residence or the accessory dwelling unit and that only one unit will be offered for rent, pursuant to the requirements of OCC 16-467(K). Additionally, each year I must certify to the City that I still reside at the property.
- b. Rental agreements for the ADU will be for a minimum period of 30 consecutive days, pursuant to the requirements of OCC 16-467(M).
- c. The occupancy of the ADU or primary residence will not exceed the applicable occupancy limits as described by the Health and Safety Code.

Property Owner(s) Signature Date

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 805-385-7858)

PROJECT APPLICATION REQUIREMENTS

The specific information and plans described below are required in order to consider an application for an ADU. The required materials are intended to accurately describe the features of the ADU and to simplify review by City staff. **Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted and documents must be complete, as detailed below.**

All plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability.

NOTE: Planning Division staff will not accept incomplete application packages or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

Any questions regarding application filing requirements should be direct to Planning Division staff at (805) 385-7858.

NOTE: Once the Planning Division has approved your permit, you will need to obtain a building permit from the Development Services Department. Contact Development Services at (805) 385-7925 to verify the exact amount of the fees and materials required for your project.

APPLICATION FORM must be completed, including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number of the project site must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

ADU PROJECT INFORMATION QUESTIONNAIRE must have all appropriate sections completed with as much detail as possible. Be sure to sign the questionnaire on the last page.

TITLE REPORT may not be more than 6 months old at the time of application submittal. If the property ownership changes, an updated title report may be required before the project is approved.

PLAN SET the plans must be submitted on 11" x 17" paper and be stapled. They must include the following items and information:

Site Plan

1. A vicinity map no larger than 4" x 4" in one corner of the plan.
2. Location and dimensions of all existing and proposed structures, with existing and proposed structures clearly labeled. Label existing structures proposed for demolition as "to be demolished."
3. Building setback dimensions, from all building(s) to all property lines and between buildings.
4. Label all landscape areas to include the size and type of tree. Label hardscape areas with the type of material (i.e. concrete, asphalt, pavers, etc.) Dimension the hardscape areas.
5. Label all fences and/or walls with material and height (i.e. 6' wood fence, 4' concrete block wall, etc.)

6. Type, area (square feet) and use of each structure, both proposed and existing.
7. Proposed parking areas, including location, dimensions, and materials. Include existing and proposed curb cuts and/or driveway approaches.
8. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
9. Scale and north arrow. Provide “reference North” if “true” north is not perpendicular or parallel to the property lines.
10. Property boundaries, dimensions and area (in square feet and acres).
11. Structures, land uses, walls and other improvements on adjacent properties.
12. Dimension from property line(s) to center of adjacent street(s).
13. Identification and dimensions of sidewalks, curbs and streets.
14. Identification and dimensions of trash storage area.
15. Name and street address of the project.
16. Name, address, and telephone number of the entity that prepared the plans (include on every drawing).

Floor plans:

1. Room identification and square footage of each room.
2. Room and building dimensions.
3. Location of doors and windows.
4. Distinguish between existing and proposed improvements.

Building Elevations (if there are any exterior modifications or additions):

1. All building sides, with dimensions specified. Height of each building is to be shown from the average grade of curb along property line to the top of the structure. If proposal is an addition, show how addition fits with existing building.
2. Identify the finishes by product and color specification for the exterior building materials and other features (The addition or new structure must match the existing residence).
3. Perspective drawings may not be submitted instead of elevations.

PHOTOGRAPHS are to show:

1. The project site.
2. Immediately surrounding land area and development, particularly surrounding architecture and scale.
3. Include a photo key map indicating where the pictures are taken from and which direction they are looking.

APPLICATION FEES are \$1,942.50 however, these are subject to change with City Council approval. Please go to the Fee Schedule at <https://www.oxnard.org/city-department/development-services-4/planning/planning-handouts-applications-2/> to verify current fees or contact the Planning Division.

References (blue underlined items are links to said references)
[Oxnard City Code](#): Chapters 16 (Zoning) and 15 (Subdivisions)
[City of Oxnard 2030 General Plan](#)
[City of Oxnard Landscape Standards](#)
[Oxnard Fire Department, Fire Protection Planning Guide](#)
 Oxnard Design Guidelines
 Applicable [Specific Plan](#) (if any; contact the Planning Division)
 Planning Division Web Page: www.oxnard.org/planning
 City of Oxnard Web Site: www.oxnard.org

City Staff Contacts: (all numbers are 805 area code)

Planning Division.....385-7858 Planner.name@oxnard.org	Development Services385-7925 Sup. Civil Engineer..... Paul.Wendt@oxnard.org
Solid Waste/Refuse.....385-8224 Solid Waste Comp Specialist..... Andrea.Torres@oxnard.org	Traffic.....385-7872 Asst. Traffic Engineer..... Earnel.bihis@oxnard.org
Fire Department385-7720 Fire Marshal..... Sergio.Martinez@oxnard.org	Wastewater/Sewer.....385-3962 Wastewater Environmental Specialist..... Alfredo.salcedo@oxnard.org
Police/Crime Prevention385-7940 Safer Neighborhoods & Alcohol Compliance Specialist..... Scott.Swenson@oxnardpd.org	Recycling.....385-8070 Recycling Coordinator..... Jay.Duncan@oxnard.org