



Pre-Approved Detached ADU Checklist

Under the pre-approved ADU plans program, ADU builders, private licensed architects/engineers, and designers can offer building plans for detached ADU that are pre-approved by the City of Santa Clara. The use of pre-approved plans reduces the time required for plan check resulting in faster permit issuance.

If you are thinking to build a detached ADU using the pre-approved ADU plans program, please use this checklist to learn if your lot qualifies for this program and if your ADU complies with City development standards.

Part 1. Does Your Property Qualify?

Do You Have a Santa Clara Address? You can confirm that a property is in City of Santa Clara at [MAP Santa Clara](#). Using the map, users can locate a Santa Clara property. By entering a street address, or Assessor's Parcel Number (APN), users may access zoning and general plan information, along with contours, aerials, and other property-related information. [How to Use MAP Santa Clara](#)

Yes No

► **Outcome:** If No, please work with the appropriate jurisdiction. If Yes, continue with this worksheet.

Zoning. Is the property in Residential Zones R1-8L, R1-6L, R2, R3, R4, R5, R6, MU-NC, MU-CC, MU-RC Find zoning at [MAP Santa Clara](#). If you have any question regarding MAP Santa Clara or its use, contact the Planning Division at 408-615-2450 or Planning@santaclaraca.gov.

Enter Zoning:

Yes No

► **Outcome:** If No, an ADU is not allowed. If Yes, here are the allowed ADUs:

- Single-Family Property – One detached ADU is allowed.
- Multifamily Property – Up to two detached ADUs that comply with ADU height and setback standards.

Flood Zones. Is the property in flood zone A, AE, AH, or AO? Find flood designation at [MAP Santa Clara](#).

Enter Flood Zone:

Yes No

► **Outcome:** If Yes, in flood zone A, AE, AH, or AO, you can't use the pre-approved ADU plans program.

Historic Property. Is the property listed on the City's [Historic Resource Inventory List](#) OR on the [California Historical Resources](#) list for Santa Clara County?

Yes No

► **Outcome:** If Yes, you can't use the pre-approved ADU plans program. Please speak with a City Planner at 408-615-2450 regarding the design standards for ADU on Historically Designated Properties.

Easements. Does the property have a dedicated easement? See the title report to the purchase of your home or contact a title company for a copy. Tract and parcel maps at the [County Surveyor Record Index](#) tool may show easements, but may be less accurate than a title report.

Yes No

► **Outcome:** If Yes, you must comply with the requirements of the easements. Often, no construction is allowed within the easement area.



Code Enforcement Case or Violation. Is there an open Code Enforcement case/Complaint/Violation associated with the primary residence or location of proposed ADU?

Yes No

► **Outcome:** If Yes, before you submit your ADU plans, contact Permit Center Customer Service at 408-615-2420 or permitcenter@santaclaraca.gov to address code compliance for the unpermitted work before you create ADU plans.

Part 2. Does Your ADU Meet Development Standard?

Does Your Detached ADU Meet These Following Development Standards?

- a. Height limit: 25 feet
- b. Maximum number of stories: 1.5.
- c. Setback, rear: 4 feet.
- d. Setback, side: 4 feet.
- e. Setback, corner side: 4 feet.
- f. Unit size maximum, parcels less than or equal to 5,500 square feet: 1,000 square feet.
- g. Unit size maximum, parcels greater than 5,500 square feet: 1,200 square feet.
- h. Detached ADUs may include a detached garage.

Yes No

► **Outcome:** If No, you can't use pre-approved ADU plans program since your ADU does not meet ministerial approval standards. Your ADU is subject to Architectural Review in compliance with Chapter 18.76 and shall meet all applicable Zoning Code regulations.

If Your Detached ADU is Greater Than One Story and 18 Feet in Height, Your ADU Needs to Meet These Additional Development Standards.

- a. Setback, rear, one-story elements: 4 feet.
- b. Setback, rear, multi-story elements: 15 feet.
- c. Maximum width for dormers: 40 percent of the subject building elevation.
- d. Egress windows: Egress windows shall face the primary residence, as opposed to the neighboring properties.

Yes No

► **Outcome:** If No, you can't use pre-approved ADU plan program since your ADU does not meet ministerial approval standards.

Contact Information

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov