



City of Laguna Niguel  
Community Development Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
949-362-4300  
[www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org)

## **ADU/JADU SUBMITTAL CHECKLIST – FORM 218**

- ☐ 1. **Completed Residential Building Permit Application.** See Form 123.
- ☐ 2. **Site Plan.** Must include ALL of the following information to be accepted:
  - ☐ a. **Address Exhibit.** See Sample ADU Site Plan. Must be included on the site plan and sent as a PDF to [Planning@cityoflagunaniguel.org](mailto:Planning@cityoflagunaniguel.org).
  - ☐ b. **APN / Zoning Information**
  - ☐ c. **Contact Information**
  - ☐ d. **Scope of Work**
  - ☐ e. **Existing Site Plan**
  - ☐ f. **Proposed Site Plan**
  - ☐ g. **Property Lines** (labeled with dimensions)
  - ☐ h. **Setbacks to Property Lines**
  - ☐ i. **Top or Toe of Existing Slope**
  - ☐ j. **Setbacks from ADU/JADU to Top or Toe of Existing Slope**
  - ☐ k. **Location of Existing/Proposed Walls or Fences**
  - ☐ l. **Easements on Property**
- ☐ 3. **Floor Plan.** Must include the following information to be accepted:
  - a. **Total Square Footage of Proposed ADU/JADU**
  - b. **Separate Entrance from Main Dwelling**
  - c. **Efficiency Kitchen.** Must include:
    - i. **Cooking Facility with Appliances**
    - ii. **Food preparation counter and storage cabinets**
- ☐ 4. **Elevations.** Must include the following information to be accepted:
  - a. **Total Height of Proposed ADU/JADU**
- ☐ 5. **Homeowner's Association Approval**
- ☐ 6. **ADU/JADU Survey.** See attached.

I certify that I am the owner of this property, and I have read the requirements of Sec. 9-1-35.26 and Sec. 9-1-35.27 of the Municipal Code. I also certify that the information I have given is correct and that I comply with, and will continue to comply with, all of the City's requirements for Accessory Dwelling Units. I acknowledge that providing inaccurate information will result in a delay of my project.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SAMPLE ADU SITE PLAN INSTRUCTIONS - FORM 218

<div><div><div><div><div><div>1</div><div>P/L</div><div>FT.</div></div></div><div><div><div>2</div><div>4'</div></div><div><div><div>3</div><div>SF</div></div><div><div>PROPOSED ADU</div><div>ADDRESS:</div><div>UNIT B</div></div><div><div>Entrance to ADU</div></div></div></div><div><div><div>2</div><div>27'</div></div><div><div><div>1</div><div>P/L</div><div>FT.</div></div></div></div></div></div></div>		<div><div>SCOPE OF WORK:</div><div>6</div></div>
<div><div><div>2</div><div>4'</div></div><div><div><div>1</div><div>P/L</div><div>FT.</div></div></div></div>	<div><div>EXISTING RESIDENCE</div><div>SF</div><div>ADDRESS:</div><div><div>Entrance to primary residence</div></div><div><div>EXISTING GARAGE</div><div>15'</div><div>2</div></div><div><div>5'</div><div>2</div></div><div><div>5'</div><div>1</div></div><div><div>Scale</div><div>5</div><div>=</div><div>1</div><div>P/L</div><div>FT.</div></div><div><div>4</div><div>N</div></div></div>	<div><div>7</div><div>ADDRESS:</div><div>PROJECT #: PLN XX-XXX</div><div>TYPE OF ADU:</div><div>NAME, ADDRESS, PHONE, EMAIL:</div></div>

### PLOT PLAN CHECKLIST

Review the correlating numbers on the sample plot plan and fill in the appropriate information.

- |  |   |
|--|---|
| <div>1</div> Accurate shape and dimensions of the entire property. Include property line dimensions. | <div>6</div> Scope of work. Include details on all areas of proposed work.  |
| <div>2</div> Setbacks from property lines to existing structure(s) and proposed ADU.                 | <div>7</div> Property information. Include the name of project, property address, type of ADU, owner information. |
| <div>3</div> Area of proposed ADU Include the total area and height of the proposed structure.       | <div>*</div> SLOPES—label top and toe of slope and provide set backs from proposed work. Provide contour lines.   |
| <div>4</div> North arrow (pointing up).  |   |
| <div>5</div> Scale Bar.  |   |

## RESIDENTIAL DEVELOPMENT STANDARDS

Table 3.2 below specify standards for the development of property within residential districts; however, RP district standards marked with an asterisk shall be established by means of an approved precise plan for each project.

**TABLE 3.2**

DEVELOPMENT STANDARD		DISTRICT						
		RS-1 Rural residential	RS-2 Residential estate	RS-3 Single family	RS-4 Single family	RP Planned residential	RA Attached residential	RM Multi- family
Max. structure height (ft.)		35	35	35	35	35	35	35
Min. lot size (sq. ft.)		4 ac	8,000	3,000	3,000	*	2,000	n/a
Min. front yard setback (ft.)		20	17 <sup>1</sup>	17 <sup>1</sup>	17 <sup>1</sup>	*	17	n/a
Min. side yard setback (ft.) <sup>2</sup>		8	8	5	5	*	0/5 3	n/a
Min. rear yard setback (ft.)		25	25	15 <sup>4</sup>	10 <sup>4</sup>	*	10 <sup>4</sup>	n/a
Min. setback from tops and toes of slopes 2:1 or steeper and over 10' high (ft.) <sup>5</sup>	Main building	10	10	10	10	10	10	10
	>Accessory structures <sup>5</sup>	3	3	3	3	3	3	3
Min. driveway length (ft.) <sup>6</sup>		20 <sup>6</sup>	20 <sup>6</sup>	20 <sup>6</sup>	20 <sup>6</sup>	*	20 <sup>6</sup>	20 <sup>6</sup>
Min. common open area (% of net site area)		n/a	n/a	n/a	n/a	25 <sup>7</sup>	n/a	25 <sup>7</sup>
Min. perimeter setbacks (ft.)		n/a	n/a	n/a	n/a	10/25 <sup>8</sup>	n/a	10/25 <sup>8</sup>

\* RP standards shall be as shown on approved precise plan for each project. See appendix A.

<sup>1</sup> For setbacks for side-entry type garages, the front setback may be reduced to 10 feet for the garage portion only, in accordance with Sec. 9-1-35.4 (garages, carports, driveways).

<sup>2</sup> Min. side setback = 10 feet adjacent to streets.

<sup>3</sup> For RA attached dwellings, 0 feet on attached side and 5 feet min. on open side.

<sup>4</sup> Where a rear yard abuts a street, the rear setback shall be a minimum 20 feet.

<sup>5</sup> See Sec. 9-1-35.3 for additional development standards for accessory structures.

<sup>6</sup> Per Sec. 9-1-35.4, driveways for garages/carports must be min. 20 feet in length. See Sec. 9-1-63 (Residential parking requirements) for min. driveway widths.

<sup>7</sup> In accordance with Sec. 9-1-35.13.

<sup>8</sup> 10 feet min. at any point; 25 feet min. average over the entire perimeter. Exception: along scenic highways designated in the general plan, 25 feet min. at any point (measured from curbline) per Sec. 9-1-35.13.



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## **ADU / JADU Survey**

Project Address: \_\_\_\_\_

To help us track the types of homes in Laguna Niguel, staff would appreciate it if you would fill out the following survey.

1. What is the intended use of the accessory unit?
  - ☐ Full-time occupancy by a family member or friend
  - ☐ Full-time occupancy by a household employee or caregiver
  - ☐ Occasional use by guests
  - ☐ Rental to tenants
2. How many people do you anticipate will occupy the unit? \_\_\_\_\_
3. What is the anticipated monthly rent to be charged?
  - ☐ Rent: \$\_\_\_\_\_
  - ☐ No rent – the unit is intended for use by household employee(s)
  - ☐ No rent – the unit is intended for use by family, friends or guests

Thank you for your help.

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(for City use)

Case No: \_\_\_\_\_

Date approved: \_\_\_\_\_

Square footage: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_