

SUBMITTING PLANS FOR AN ACCESSORY DWELLING UNIT

- Details Questionnaire and Site Plan Checklist-

Please fill out the information below regarding your ADU proposal:

The main residential use on the property is:

- A single-family dwelling
- A duplex/two-family dwelling
- A multi-family dwelling

The proposed accessory unit is:

- A Junior ADU within the main residence
- Attached to the main residence
- Detached from the main residence

The proposed accessory unit is:

- A conversion of an accessory structure
- New construction

The proposed accessory unit is:

- Above a detached garage
- Adjacent to a public alley

Project Architectural Details	Main Unit	Accessory Dwelling Unit
Building Square Footage		
Construction Type		
Building Height		
Roof Style and Pitch		
Roofing Material and Color		
Exterior Wall Material		
Exterior Wall and Trim Colors		
Number of Parking Spaces Provided		

SITE PLAN CHECKLIST

The following information is normally required when new development is proposed (not always necessary for conversions of an existing space). To facilitate the process, make sure that all the requirements are shown on the site plan:

- Plan should be drawn to scale. Make sure to indicate the scale on the site plan.
- Provide North arrow
- Provide accurate shape and dimensions of the entire property.
- Indicate any public or private roads, alleys, access easements and/or driveway locations.
- Indicate presence, absence and condition of curb, gutter, sidewalk, shoulder paving, and street paving at the property frontage.
- Indicate the size, dimensions and location of all new and existing structures on the property (i.e. Existing house, Existing Garage, Proposed ADU). Make sure to identify the setback distances from the property lines and other structures.
- Include the location of other site features such as utility poles, hydrants, streetlights and trees (describe size and type, and note whether to be retained or removed).
- All walkways (alley-accessed units must provide pedestrian walkway to street frontage)
- Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)
- Indicate the required surface drainage away from the proposed building.
- Indicate the locations of existing electric service, water meter, sewer line, and gas meter that serve the existing main residence.
- Indicate the location of the new water, sewer and gas lines.
- Show the location and size of the new electric service for the ADU and indicate whether it is to be connected to a new overhead or underground utility supply, or if it is to be supplied by the existing electric service supplying the existing main residence.

- New landscaping: perimeter and interior
- Location and height of fences and light fixtures
- Trash areas with screening
- Street address of main dwelling unit
- Assessor's parcel number(s)
- Name and address of Applicant
- Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area
- Note:* The ADU may require additional design if constructed in the following Flood Zones – A, AO, AE, OR, AH. A FEMA Flood Elevation Certificate shall be required to be completed by a California Registered Engineer and 2 copies shall be provided to the City of Chico Building Division prior to issuing a Building Permit. A post construction Flood Elevation certificate shall be required and approved by the City of Chico Building Division prior to issuing a Certificate of Occupancy.



Preapproved ADU Plan Hold Harmless Acknowledgement

By accepting these preapproved Accessory Dwelling Unit construction documents, I _____ agree to defend (with counsel of City's choosing), indemnify and hold City, its officials, officers, employees, volunteers, agents, and the Engineer who prepared these construction documents, free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, related to, or incident to acceptance of or use of the construction documents.

Name

Date

CITY OF CHICO
RIGHT OF ENTRY & RELEASE OF FOOTAGE

This Right of Entry Agreement (“Agreement”) grants permission to the City of Chico and its officers, employees, agents, contractors and designees (collectively the “City”) to enter on the property of _____ (the “Property Owner”) located at _____ (the “Property”), as follows:

- A. **PURPOSE.** This Agreement is to allow the City to enter the Property to take photographs, video and audio recordings of an accessory dwelling unit constructed on the Property with a design provided by the City without charge pursuant to its Pre-Approved ADU Program. Such photographs, video and audio recordings may include interviews with the Property Owner and other residents of the Property. This Agreement shall provide City permission to take photographs, video and audio recordings on the Property at such date(s) and time(s) as mutually agreed upon by the Parties.
- B. **AREA.** The right-of-entry granted by this Agreement is limited to outside portions of the Property, and the interior of the accessory dwelling unit already constructed or being constructed on the Property.
- C. **TERM.** The term of this Agreement shall begin on August 15, 2020 and shall terminate upon written notification to the Property Owner from the City that the City has finished the scope of work pursuant to this Agreement to City’s satisfaction. Property Owner may not terminate or rescind the permission granted to City hereunder to use and photograph the Room, except for good cause, including scheduling conflicts.
- D. **FOOTAGE RIGHTS.** The Property Owner and all other signatories to this Agreement grant City all rights in and to all photographs, video and audio recordings made hereunder (the “Footage”) and consent to its use as described herein. The rights to the Footage shall be and remain the sole and exclusive property of City. Such rights shall include, without limitation, the perpetual and irrevocable right and license to use and re-use said Footage as City may elect, including in connection with advertising and publicizing the Pre-Approved ADU Program. Neither Property owner nor any other party now or hereafter claiming an interest in the Property have any right of action against City or any other party arising from or based upon any use of such Footage. City shall not be obligated to make any actual use of any Footage.
- E. **INDEMNITY.** The Property Owner and all other signatories hereto hereby waive and release City from all liability or loss by reason of injury or damage to person or property, real or personal, directly or indirectly related to City’s entry onto the land and use of Footage, as provided for by this Agreement. Additionally, Property Owner and all other signatories hereby covenants, to indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers (“Indemnitees”) from and against any claims, actions, suits or other legal proceedings brought against the Indemnitees arising out of this Agreement.

F. **SEVERABILITY.** If any part of this Agreement is declared invalid for any reason, such invalidity shall not affect the validity of the remainder of the Agreement.

G. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement. Each Party represents and warrants that the individuals executing this Agreement on each Party's behalf possesses full authority to execute this Agreement. Signatures transmitted by facsimile, email or other electronic means shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the Property Owner and the City have entered into this Agreement as of the date of the last signature listed below:

PROPERTY OWNER(S) AND RESIDENT(S):

[Name of Individual]

[Name of Individual]

Date

Date

CITY OF CHICO:

By: _____

Title: _____

Date: _____

Signature