



SUBMITTAL CHECKLIST FOR USING A PREAPPROVED ADU PLAN

The City of Fremont encourages the development of Accessory Dwelling Units (ADUs). In an effort to streamline the ADU permitting process, the City now allows designers to preapprove their ADU plans. Using preapproved ADU plans can help reduce the time, cost, and uncertainty associated with undertaking the construction of an ADU.

This submittal checklist must be submitted along with applications using preapproved ADU plans.

ITEMS ALWAYS REQUIRED

Applications and Forms

- Preapproved ADU Plan Number: ADU _____
- Building Permit Application
- Waste Handling Plan (submit electronically at www.fremont.wastetracking.com)
- Special Inspection and Testing Agreement

Drawing Sheet Index

- Completed Cover Sheet
- Completed Title Block (on all pages)
- Plot Plan/Site Plan with the following components:
 - Lot dimensions
 - Building footprint(s) with setbacks to property lines and other structures
 - Location of all easement(s)
 - Topographic lines drawn to one-foot contours (for detached ADUs only)
 - Anticipated earthwork quantities
 - Flow arrows showing direction of drainage
 - Existing and proposed utility locations (water, gas, electric, sewer)
 - Locations of new rainwater downspouts and receiving landscaping
 - Location for garbage, recycling, and compost carts (27 sqft. clear area in garage or side yard)
 - Conceptual restorative landscaping plan showing all proposed softscape and hardscape
- Color and Material Details (if changing from Preapproved set; may be placed on elevations)
- Foundation Plans (Pier and Mat Foundation Designs/Details submitted by an Engineer of Record with applicable calculations)

Surveys, Studies, and Reports

- Preliminary Title Report
- Geotechnical Report

ITEMS SOMETIMES REQUIRED

1. Is a Historic Evaluation Required for Your Project? YES NO

Complete this questionnaire to determine if your project may require a historic evaluation to be completed on your property. You may obtain this information by emailing the Planning Division at planinfo@fremont.gov or using the following link: <http://egis.fremont.gov/apps/public/>.

Yes No Does your property meet all of these criteria?

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Home constructed before 1945 |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot is part of a named map (rather than a numbered tract) |
| <input type="checkbox"/> | <input type="checkbox"/> | There has not been a previous historic evaluation completed on the property. |

Marking YES to all the above questions means that a Historic Evaluation is required prior to the submittal of your project application. Please submit the results of the Historic Evaluation along with your application.

2. Are Wildland Urban Interface Details Required for Your Project? YES NO

Answer the following question to determine whether your project requires Wildland Urban Interface (WUI) Details in your plan set. You may obtain this information by emailing the Building Division at bldinfo@fremont.gov or using the following link: <http://egis.fremont.gov/apps/public/>.

Yes No Will your project site be within the following zone?

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Wildland Urban Interface Zone (WUI) |
|--------------------------|--------------------------|-------------------------------------|

Marking YES to the above question means Wildland Urban Interface Details are required.

3. Is an Encroachment Permit Required for Your Project? YES NO

Complete this questionnaire to determine if you are going to working in the public right-of-way and will need an encroachment permit for the proposed ADU.

Yes No Will your project include any of the following?

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Installation or replacement of curb, gutter, sidewalk, paving and/or landscaping |
| <input type="checkbox"/> | <input type="checkbox"/> | Installation of new or replacement of existing driveway(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Repair or replacement of broken or uplifted curb, gutter, and/or sidewalk |
| <input type="checkbox"/> | <input type="checkbox"/> | Installing new or connecting to utilities or trenching within public rights-of-way |
| <input type="checkbox"/> | <input type="checkbox"/> | Storage of construction materials on the street |
| <input type="checkbox"/> | <input type="checkbox"/> | Placing temporary dumpster(s) on the street |
| <input type="checkbox"/> | <input type="checkbox"/> | Driving of trucks & equipment over curb, gutter & sidewalk (corner lots) |

Marking YES to any of the above questions means that an Encroachment Permit is required. You must apply for and receive an Encroachment Permit prior to or concurrent with building permit issuance.

4. Is a Grading Permit Required for Your Project? YES NO

Complete this questionnaire to determine if your project is within sensitive zones that may trigger a grading permit. You may obtain this information by emailing the Engineering Division at engineering@fremont.gov or using the following link: <http://egis.fremont.gov/apps/public/>.

- | Yes | No | Will your project involve any of the following work? |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Grading involving 100 or more cubic yards of soil |
| <input type="checkbox"/> | <input type="checkbox"/> | Cut or fill greater than two feet on sloped land (slope greater than 4%) or greater than three feet on flat land (slope 4% or less); |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading resulting in a slope in excess of 5% in the rear yard of a residence |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading on land with the original grade below ten feet elevation |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading or clearing within one hundred feet from the top of the bank of a watercourse; or, any grading resulting in any alteration of a watercourse. |

Marking YES to any of the above questions means that a grading permit is required. Please contact the Engineering Division at engineering@fremont.gov for more information.

INSTRUCTIONS

Once your submittal package is assembled, you can then upload all of those materials through the Accela Citizen Access system at www.fremont.gov/citizenaccess. Please reference the Preapproved ADU plan number in your project description to clarify that you are using a Preapproved ADU design.