



# Planning Department's Accessory Dwelling Unit (ADU) Checklist (for single-family homes adding one ADU)

This Checklist is a supplemental reference document to the [Multi-Agency ADU Checklist for single-family homes](#), which will be completed with staff during intake of the ADU permit. This document is intended for single-family homes adding one ADU on its lot. For detailed information please review Planning Code Section [207\(c\)\(6\)](#) ([FAQ: no waiver program](#)). Please note, a project may be able to add a dwelling unit within the density limits for a property, as long as all Planning Code controls can be met, without enrollment in the ADU program.

The Checklist below includes an overview of Planning Department's requirements. Please note, while this Checklist is consistently updated, it may not reflect recent changes. Please visit Planning's ADU Counter No. 38 at DBI's 5<sup>th</sup> Floor, located at 1660 Mission Street, to consult with an ADU Planner. More resources may be found on the [Planning Department ADU Website](#) at: <https://sf-planning.org/about-accessory-dwelling-units>.

Please note that there are several State bills effective January 1, 2020. The Planning Department is working to determine how these impact current laws. Generally, we believe these may offer additional opportunities or further relief from Planning Code requirements. By filing your ADU application now, you acknowledge that there may be minor revisions requested to align with State and local laws. Please reach out to [CPC.ADU@sfgov.org](mailto:CPC.ADU@sfgov.org) for additional details.

Look up your property and zoning information at: [propertymap.sfplanning.org](http://propertymap.sfplanning.org)

Project Data				
<b>Property Address:</b>			<b>Block/Lot:</b>	
<b>Zoning:</b>		<b>Dwelling Unit Count:</b>	(E):	(N):
<b>Preservation:</b>	A / B / C <i>If Category B and project includes changes to publicly visible building faces or Category A and project includes any exterior changes, please see Historic Preservation information below under <b>Planning Requirements</b></i>		Art. 10 or 11 <i>If Article 10 or 11, please see information below under Certificate of Appropriateness and Permit to Alter <b>Applications</b> and Historic Preservation under <b>Planning Requirements</b></i>	

Additional Applications Required?		
Required?	Type of Application	Trigger
Yes <input checked="" type="checkbox"/>	<a href="#">Project Application</a>	A Project Application is required in conjunction with any permit or supplemental applications listed below. This application includes an Environmental Evaluation Screening Form to identify whether the project will require any additional studies or supplemental applications that relate to the existing environment. Some triggers include excavation in sensitive geographical zones.
Yes <input type="checkbox"/>	<a href="#">Variance</a>	For ADUs, administrative exceptions, or waivers, are available for reduced exposure requirements. A very small number of projects may find that the ADU still cannot meet these reduced dimensional Code requirements and require a Variance to proceed. The applicant is required to seek and justify a Variance based on five hardship criteria for any work that does not comply with the Planning Code.
Yes <input type="checkbox"/>	<a href="#">Certificate of Appropriateness (CoA)</a> or <a href="#">Administrative CoA</a>	A Full CoA Application is required for exterior changes or additions to individually designated local Landmarks or properties located within designated Landmark Districts per Article 10 of the Planning Code to be approved by the Historic Preservation Commission (HPC). Please review <a href="#">HPC Motion No. 0349</a> (Guideline No. 19) for design guidelines and for determining scopes of work that qualify for staff level (ACoA) review, which does not require HPC approval, when adding an ADU(s).
Yes <input type="checkbox"/>	<a href="#">Major Permit to Alter (PTA)</a> or <a href="#">Minor PTA</a>	A PTA Application is required for exterior changes or additions to individually designated properties or properties located within Conservation Districts per Article 11 of the Planning Code to be approved by the Historic Preservation Commission (HPC). Please review <a href="#">HPC Motion No. 0349</a> (Guideline No. 19) for design guidelines and for determining scopes of work that qualify for staff level (ACoA) review, which does not require HPC approval, when adding an ADU(s).

Expansion		
Required?	Planning Code Section	Trigger
Yes <input checked="" type="checkbox"/>	<a href="#">207(c)(6)</a> <a href="#">(H)</a>	Notice for ADU <ul style="list-style-type: none"> <li>For ADUs, a “Notice for ADU” is sent to owners/ occupants for residence, an online notice is posted and a posted notice is required. No DR can be filed.</li> </ul>
Yes <input type="checkbox"/>	<a href="#">Deck Handout</a>	<a href="#">10-day notice for decks</a> <ul style="list-style-type: none"> <li>Decks located in required rear yard, meeting requirements for setbacks and open railings only require a 10-day notice at Planning</li> </ul>
Yes <input type="checkbox"/>	<a href="#">311</a>	<a href="#">Neighborhood Notification Handout</a> <ul style="list-style-type: none"> <li>Most expansions will require neighborhood notification. For a list of exempted features, please reference <a href="#">ZA Bulletin No. 4</a>.</li> <li>Please review the <a href="#">Plan Submittal Guidelines</a></li> </ul>

			for required plan set components for projects including expansions.
Yes <input type="checkbox"/>	N/A	<a href="#">Planning Department Pre-Application Meeting</a>	<ul style="list-style-type: none"> <li>For ADU(s), infill projects, as outlined in Planning Code Section 207(c)(4), does not require Neighborhood Notification, but does require a Pre-App Meeting with adjacent neighbors.</li> <li>For other expansions, a Pre-Application Meeting may be required prior to submittal of permit application. Please review Pre-App Meeting Handout for scopes of work that require this meeting to be conducted by the Sponsor.</li> </ul>
Yes <input type="checkbox"/>	<a href="#">311</a>	<a href="#">Residential Design Guidelines</a>	Any expansion and/or publicly visible alterations will require consistency with the Residential Design Guidelines if located within RH-, RM-, and RTO-districts.
Yes <input type="checkbox"/>	N/A	<a href="#">Urban Design Guidelines</a>	Any expansion and/or publicly visible alterations will require consistency with the Urban Design Guidelines for all districts outside of RH-, RM-, RTO-, M-, and PDR-districts.
Yes <input type="checkbox"/>	<a href="#">260</a>	Height Limit	Maximum height limits per zoning district. Also reference Section 261 for RH districts.

Planning Requirements			
Applicable?	Planning Code Section		Requirement
Yes <input type="checkbox"/>	N/A	Historic Preservation	Please review the Design Standards: in Section 2 of the <a href="#">ADU Handbook</a> (page 22-23). Expansions or publicly visible alterations will be reviewed for consistency with the <a href="#">Secretary of Interior's Standards for Rehabilitation</a> , if the property is rated Category A or B. Most ADU alterations do not require additional applications.
Yes <input type="checkbox"/>	<a href="#">132</a>	Front Setback (per Planning Code & Legislated)	The required front setback is the average of the two adjacent properties' front setbacks. Please dimension the required front setback of the subject property.
Yes <input type="checkbox"/>	<a href="#">132(g)</a>	Green Landscaping	20% of the front setback requirement is required to be landscaped. The permeable surface may be inclusive of the area counted towards the landscaping requirement; provided, however, that turf pavers or similar planted hardscapes shall be counted only toward the permeable surface requirement and not the landscape requirement. Also review the <a href="#">Guide to the San</a>

			<a href="#">Francisco Green Landscaping Ordinance.</a>
Yes <input type="checkbox"/>	<a href="#">132(h)</a>	Permeability	50% of the front setback area is required to be permeable. Also review the <a href="#">Guide to the San Francisco Green Landscaping Ordinance.</a>
Yes <input type="checkbox"/>	<a href="#">133</a>	Side Setback	Certain side setbacks are required in RH-1(D) Zoning Districts Only.
Yes <input type="checkbox"/>	<a href="#">134</a>	Rear Yard	Each zoning district has minimum rear yard requirements. Please dimension the required rear yard setback on the site plan. If your proposal includes an addition, rear yard dimension is required to ensure the addition is located within the buildable area of the lot or fits into a “permitted obstruction” envelope.
Yes <input type="checkbox"/>	<a href="#">135</a>	Open Space	Each zoning district has minimum usable open space requirements.
Yes <input type="checkbox"/>	<a href="#">136</a>	Permitted Obstructions	Certain elements are permitted within the required front setback, rear yard or usable open space.
Yes <input type="checkbox"/>	<a href="#">140</a>	Dwelling Unit Exposure	Units must face a code-compliant rear yard, a street measuring minimum 20 feet in width, or open area that is 25' x 25' on the ground floor and expands at subsequent floors. The ZA may grant a waiver for reduced exposure requirements, see details in the Waiver Table below.
Yes <input type="checkbox"/>	<a href="#">144</a>	Street Frontage	Only applicable in RH, RTO, RTO-M, RM Districts. Includes requirements related to entrances to off-street vehicle parking and architectural features.
Yes <input type="checkbox"/>	<a href="#">144.1</a>	Moderation of Building Frontages	Only applicable in RM-1, 2 Districts with a lot width greater than 35 feet. Includes requirements to pedestrian entrances to ADUs.

ADDITIONAL CONSIDERATIONS FOR SOME ZONING DISTRICTS & SOWS			
Parking, Curb Cuts			
Is there a proposal for a modified curb cut – specifically to be reduced in size?			
<a href="#">Department Guidelines for Adding Garages and Curb Cuts.</a> If removing one of the off-street parking space garages is proposed, then the curb cut must be brought up to Department standards for size and therefore reduced to no wider than 10 feet including the aprons.			
Is there a proposal for a new curb cut?			
Yes <input type="checkbox"/>	<a href="#">155(r)</a>	Curb Cuts	Limitations and restrictions on certain streets. Also review the <a href="#">Department</a>

			<a href="#">Guidelines for Adding Garages and Curb Cuts.</a>
Are there open parking areas visible from public right of way?			
Yes <input type="checkbox"/>	<a href="#">142</a>	Parking Screening & Greening	Screening of Parking areas may be required.
<b>Only Applicable in RTO, Polk Street NCD, Pacific Avenue NCD, and NCT Zoning Districts</b>			
<input type="checkbox"/>	<a href="#">207.8</a>	Division of Dwelling Unit	Includes certain restrictions.

**Planning Impact Fees**

The addition of dwelling units or floor area may require the review of Impact Fees for a project. Please reference the [Impact Fee Register](#) to determine whether your project will trigger any fees. If triggered, the fees will be collected by the Central Permit Bureau upon issuance of the permit. Impact fees may be required for adding one or more dwelling units through the addition of gross floor area to the site; some examples of adding new GFA may include, but not be limited to, converting parking spaces to the ADU and expanding the building. The most common impact fee that is applicable with adding dwelling unit permits is the Childcare Residential Fee (Section 414A). However, there are other impact fees also applicable if the project is located within a Plan Area. Please work with a key ADU Planner for more details.