



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

ADU PRE-APPROVAL PROGRAM PLAN CHECK SUBMITTAL REQUIREMENTS

OFFICE USE ONLY:

Planner signature: _____

Date: _____

ACCESSORY DWELLING UNIT PRE-APPROVAL PROGRAM

PRE-APPROVAL PLAN CHECK SUBMITTAL REQUIREMENTS

Per Government Code Section 65852.27, the City has established a program for establishing preapproved ADU plans. Applicants are strongly advised to review Section 9.07.210(e) of the City's ADU ordinance to ensure their project qualifies for "mandatory" pre-approval. The process for obtaining pre-approval of an ADU plan is detailed below.

ADU Pre-approval Process

ADU Designers, Property Owner(s) and Applicants can now submit their drawings to the City for pre-approval review. Once plans have been submitted, the City will review and, if necessary, provide corrections to bring the plans into conformance. Per state law, the City's review period for plan submittals seeking pre-approval is 60-days from the date the application is deemed complete. Applications for pre-approval review shall be submitted electronically. Please submit your application and other required materials to the City's Online Permitting and Plan Review portal at <https://danapoint.ca.eprocess360.com/login/link/dashboard>. If you do not have an existing log-in, please create one by registering on the same webpage. The Planning Division will receive, inventory, and route submitted plans for all city required reviews. Applicants can submit their construction plans to our E360 Digital Online Portal on our website at www.danapoint.org. Plans will be reviewed for completeness, assigned a permit application number, and routed for plan review.

Pre-approved plan reviews are sixty (60) calendar days. On the completion of all plan reviews, if there are any corrections necessary, you will receive an automated email from our E360 digital portal providing you with a link to your project where you can obtain the review corrections. Once corrections have been amended, you can resubmit the plans and supporting documents along with a response letter to comments for each reviewer who provided corrections. All resubmittal plan reviews are (30) ten calendar days. Once approved, City staff will contact you within (2) two business days on the next step for approval.

Plan Check Fees – plan check fees are valuation-based, as presented in the Building Valuation Data Sheet and cost-driven fees. Please refer to the links provided below for more information.

<https://www.danapoint.org/home/showpublisheddocument/21213/636232633091200000>

<https://www.danapoint.org/home/showpublisheddocument/29285/637556343368070000>

Once approved, the City will post the pre-approved plans and the applicant's contact information on the City's website. Then, any party may utilize the pre-approved plans for a specific ADU project. The plans used shall be identical to those pre-approved by the City. If it is determined that the plans are not identical, the plan check will be rejected and the application shall be revised, or the applicant may opt to undergo the standard plan check process as a new ADU.

Please note:

-The posting of a preapproved ADU plans shall not be considered an endorsement by the City of an application for a detached ADU.

-The City shall remove a preapproved ADU plan from the website within 30 days of receiving a request for removal from the applicant.

The requirements to submit for a pre-approved ADU review to the City of Dana Point (City) are listed below. Please review the checklist prior to submitting this application to the City. The Building and Safety Division will receive, inventory, and route submitted plans for all city required reviews. **Items that do not include all the following will not be accepted.**

- All plans, legal descriptions, and other documents must be submitted on sheets not less than 8 ½" x 11" in size, and not greater than 24" x 36" in size.

☐ **1. Completed and Signed Application and Tolling Agreement:**

- ☐ Pre-Approval ADU Application
- ☐ Tolling Agreement

☐ **2. Pre-Approved ADU Plan Check Fee:**

- ☐ Accessory Dwelling Unit (ADU): **\$5,422**

☐ **3. Development Plans/Architectural: (Submitted Online)**

(Fully dimensioned, scaled (not less than 1" = 8") and containing the following information)

Floor Plans:

- ☐ Overall building and individual room dimensions, including square footage calculations
- ☐ All proposed interior walls and partitions
- ☐ Room identification
- ☐ Window and door locations

Elevations:

- ☐ Provide views of elevations for all areas of improvement
- ☐ Indicate height limit and proposed height on elevations
- ☐ Height dimensioned from lowest point of structure
- ☐ Height dimensioned above grade of all floor, eaves, and roof ridges/parapets
- ☐ Roof pitches
- ☐ All roof mounted equipment and screening locations
- ☐ Exterior wall openings locations
- ☐ Cross-sections of project area

☐ **4. Structural:**

- ☐ Foundation/Footings Plan
- ☐ Floor Framing Plan and Ceiling/Roof Framing Plan
- ☐ Structural Calculation (2 Sets) stamped and signed
- ☐ Soils Report (2 Sets) stamped and signed

☐ **5. MPE:**

- ☐ Show location of meter(s)
- ☐ Mechanical, Plumbing, Electrical and Gas layout. Include electrical load calculations, materials, gas sizing, and utility layout from meter(s).

☐ **6. Energy Code Compliance**

- ☐ Provide Energy Code compliance forms/calculations



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PRE-APPROVAL ADU APPLICATION

DATE SUBMITTED:

DATE BLD PERMIT ISSUED:

DATE BLD PERMIT FINAL:

PRE-APPROVAL ACCESSORY DWELLING UNIT

APPLICATION FORM

APPLICANT

Name:

Address:

City:

State:

Zip:

Phone:

Email:

TYPE OF ACCESSORY DWELLING UNIT PROPOSED

☐ Studio

☐ One Bedroom

☐ Two Bedroom

PROJECT DETAILS FOR THE ACCESSORY DWELLING UNIT AND/OR JADU

Square footage of ADU:

Number of Bedrooms:

Number of Bathrooms:

I certify that I have read the requirements of Section 9.07.210 of Title 9 of the Dana Point 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 and Junior Accessory Dwelling Units. I certify and declare under penalty of perjury under the laws of the State of California that the above answers are true and complete to the best of my knowledge. **(Note: a person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Property Owner's Signature: _____

Date: _____

**ACCESSORY DWELLING UNIT
AGREEMENT TO TOLL THE 60-DAY REVIEW PERIOD**

We/I have applied for preapproval plan review from the City of Dana Point (hereinafter "City") for a detached accessory dwelling unit (the "Accessory Dwelling Unit" or "ADU"). The plan check process for review is a sixty (60) day period from the date a complete plan check application is submitted to the Planning Division, to the date permits are issued.

Plan check reviews, which are not acted upon by the City within the sixty (60) day period, will automatically be approved. When submitted plans do not meet applicable code standards, the City gives applicants the opportunity to make the noted corrections. Once all corrections are made, the applicant must resubmit the corrected set of plans to ensure code compliance.

We/I have agreed to toll the sixty (60) day review period required by the State of California, while the plans are in our/my possession. It is our/my responsibility to ensure all necessary corrections to the plans are made and resubmitted to the Planning Division within two (2) weeks of our receipt of the plans. The City will not be subject to the sixty (60) day review period unless the plans are physically in their possession. We/I understand that failure to sign this agreement, and/or failure to meet the resubmittal timeline will result in the denial of our/my application.

APPLICANT(S) SIGNATURE(S)

Name: _____

By: _____

Date: _____

Title: _____

Name: _____

By: _____

Date: _____

Title: _____