



**City of Mill Valley Planning Department
Supplemental Application for
Accessory Dwelling Unit Permit**

26 Corte Madera Ave., Mill Valley, CA 94941 ▪ 415-388-4033 ▪ cityofmillvalley.org

Cross-Reference Information

Address/Location of Project Site:	Assessor's Parcel Number:
-----------------------------------	---------------------------

Application Requirements

- Completed Application Form**
- Application Fee** (see current Planning Fee Schedule)
- Deed or Title Report**
- Plans - See Design Review Submittal Checklist for requirements. Five sets required.**

Review Process

<i>Building Permit Only</i>	<p>The following projects do not require an ADU Planning Permit AND are exempt from the City's lot coverage, Floor Area and rear/side setback requirements:</p> <ul style="list-style-type: none"> • Junior ADU • ADU Conversions: conversion of existing space (e.g. basements, attics) or legal Existing Structures (garages, pool house). A proposed project may rebuild an existing structure with an expansion up to 150 SF beyond original footprint to accommodate ingress/egress only. • New Detached ADUs that are 16' or less in height; 800 SF or less in Gross Floor Area (measured from the outside walls); setback 4' or more from the side (interior) and rear property lines.
<i>Planning: Ministerial Approval of ADU Permit</i>	<p>Projects that require an ADU Permit through "ministerial" staff-level review (60-days once application deemed "complete") without a public hearing:</p> <ul style="list-style-type: none"> • Projects under the City's design review threshold (MVMC 20.66.030), such as an Attached ADUs less than 1,000 SF.
	<p>Projects qualifying for "ministerial" review AND are exempt from the City's lot coverage, Floor Area and rear/side setback requirements:</p> <ul style="list-style-type: none"> • Attached ADUs that are 16' in height; 800 SF or less; setback 4' or more from the side (interior) and rear property lines.
<i>Planning: Additional Review</i>	<p>ADUs requiring additional review include:</p> <ul style="list-style-type: none"> • ADUs associated with a discretionary permit, such as a tree removal. • ADUs combined with a larger development project requiring Design Review, such as a tear down; large addition; or Detached ADU above a garage.

Certification of Owner Occupancy and Application Submittal

I, the undersigned individual listed below, have read this application for an ADU permit. I certify that the information, drawings and specifications submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's Signature _____	Date: _____
Applicant's Signature _____	Date: _____

Summary of ADU Development Standards contained in MVMC 20.90 (see page 3 for JADU Standards)

<i>Definition</i>	An ADU shall include a Kitchen for cooking and eating and other permanent provisions for living and sleeping including a closet or other reasonable storage.
<i>Land Use Allowances</i>	Single Family Zoning Districts: A maximum of 1 ADU and 1 Junior ADU based on Standards summarized below. Multi-Family Zoning Districts: at least 1 ADU, and up to 25% of total number of dwelling units and are 16' or less in height.
<i>Size of ADUs</i>	Minimum size: at least 150 square feet. Maximum: Up to 1,000 square feet (Gross Floor Area measured from outside walls), except for Internal ADU Conversions within primary dwelling units, which can be up to 1,200 square feet. Attached: May not exceed 50% of the existing primary dwelling unit, not to exceed the maximum square footages stipulated above. Detached ADU with garage: ADU may not exceed 1,000 square feet and structure cannot exceed 1,500 square feet, based on Design Review approval for the new garage.
<i>Required Bedrooms</i>	Studio/1 bedroom: ADUs up to 850 square feet. 2 bedroom: ADUs over 850 square feet.
<i>Floor Area & Lot Coverage</i>	Exempt from lot coverage and Floor Area (but cannot exceed ADU sizes above): 1. ADU Conversions. 2. Detached or Attached ADUs that are: 16' or less in height; 800 square feet or less; and setback 4' or more from the side (interior) and rear property lines.
<i>Height</i>	ADU Conversion: As currently sited. Modifying roof structure, such as adding dormers, may be allowed based on Design Review thresholds (MVMC 20.66.030). Projects that increase height or excavate more than 50 cubic yards do not qualify as an ADU Conversion (not qualifying for Floor Area or lot coverage incentives under state law). Attached ADU: As permitted by Development Standards, or 16' by right. Detached ADU: Not to exceed 16 feet unless converting an Existing Structure or associated with a garage. New Detached ADUs with a garage may not exceed 25 feet.
<i>Setbacks</i>	ADU Conversion: As situated, as long as it meets Fire and Building Code requirements. ADU above existing Garage: At least four feet from the rear and side property lines. ADUs that are up to 16 feet tall <i>and</i> are 800 square feet or less in Gross Floor Area: <ul style="list-style-type: none"> • Side (interior) and rear setback: 4' or more. • Front: 15 feet, or reduced based on slope considerations (MVMC 20.60.080). All other ADUs: based on Residential Zoning District Standards. <ul style="list-style-type: none"> • Side and rear: 4 feet. Or, if associated with a larger development project may result in the general allowance of: 1' per 1,000 SF of Lot Area (min 5 ft/max 15 ft). • Front: 15 feet, or reduced based on slope considerations (MVMC 20.60.080).

Summary of ADU Development Standards contained in MVMC 20.90 (Continued)

<p>Required Elements</p>	<ul style="list-style-type: none"> • A permanent foundation. • A separate address, (primary address plus Unit “A”); • A separate kitchen and bathroom. • A kitchen shall include, at a minimum, all of the following: a sink with hot and cold running water; a range or stove and oven; at least an apartment-sized refrigerator; and built-in dish and utensil storage spaces. • A separate exterior entrance. Entry shall preserve privacy for primary residence and adjoining properties to the extent possible. • Design, colors and exterior materials shall be similar to the primary residence. • Six foot separation between structures, if Detached ADU. • Sprinklers are not required if not required for the primary dwelling. • Shielded or down-lit exterior lighting. • Windows must be located to avoid line of sight to windows of adjacent properties.
<p>Parking</p>	<p>One independent parking space for ADU: 20' length (covered or uncovered), which can be located in the front setback (see MVMC 20.60 for details).</p> <hr/> <p>ADU parking waived if the ADU is: 1) part of an Existing Structure (ADU Conversion); or 2) located 1/2 mile from transit; or associated with a tear down/rebuild.</p> <hr/> <p>When parking spaces are eliminated due to conversion of garage or carport to an ADU, parking for the Single Family Residence <i>does not</i> have to be replaced, and ADU parking is not required. Should the applicant wish to establish parking on site, parking can be located in the front setback (see MVMC 20.60 for details.)</p>
<p>Deed Restriction <i>All ADUs (New or Legalized)</i></p>	<p>A deed restriction shall be recorded with the County of Marin and then submitted to the City prior to final inspection. Deed restrictions are required for all ADUs stating that:</p> <ul style="list-style-type: none"> • The ADU may not be sold separately from the primary residence. • The ADU shall not be rented for less than 30 consecutive days. • The owner and all successors in interest in the subject property shall maintain the ADU in accordance with all applicable City ADU standards. • The owner and all successors in interest in the subject property shall agree to respond to the City of Mill Valley’s annual ADU survey. • If there is a square footage or lot coverage exemption associated with the ADU, a variance shall not be granted to terminate the ADU and convert the habitable space back for the purposes of the primary residence. • Violations of the ADU Ordinance (MVMC 20.90), such as removal of the ADU Kitchen, will be subject to administrative fines and penalties (MVMC 8.02).
<p>Terminating the use of an ADU</p>	<p>Owner must request the termination of use in writing to the Planning Director. Habitable space associated with a legal ADU cannot be converted back to the primary dwelling unless Development Standards can be fully satisfied, including parking, setback, lot coverage and Floor Area requirements. Variances will not be granted to terminate an ADU, particularly related to Allowable Floor Area, lot coverage and parking standards.</p>

Summary of Junior ADU Development Criteria	
<i>Definition</i>	A Junior ADU (JADU) must be constructed within the <i>existing</i> walls of a primary dwelling, and must include an Efficiency Kitchen, and may have shared or separate bathrooms.
<i>Land Use</i>	One (1) JADU allowed in Single Family Zoning Districts.
<i>Owner Occupancy</i>	Required unless the Owner is a governmental agency, land trust or housing organization.
<i>Size of JADU</i>	Minimum: 150 square feet.
	Maximum: 500 square feet. The Gross Floor Area of shared sanitation facility shall not be included in the maximum square footage of the JADU.
<i>Required Elements</i>	<ul style="list-style-type: none"> • Separate exterior entry from the main entrance. • Efficiency Kitchen, which must include a: (A) sink with a maximum waste line diameter of 1.5 inches; (B) cooking facility with appliances that do not require electrical service over 120 volts, or natural or propane gas; and (C) food preparation counter & storage cabinets of reasonable size in relation to the size of the JADU.
<i>Optional Elements</i>	<ul style="list-style-type: none"> • Bathroom facilities may be shared or separate from the primary dwelling unit. • Internal connection to the primary dwelling is optional.
<i>Parking</i>	No additional parking required for the JADU.
<i>Deed Restriction</i>	Required. Same as ADU restrictions, with the addition of owner occupancy requirement.