



**DEVELOPMENT PERMIT APPLICATION**  
**DEVELOPMENT SERVICES DEPARTMENT**  
**PLANNING DIVISION**

City of Hayward  
 777 "B" Street Hayward CA, 94541  
 Phone: (510) 583-4200  
 FAX: (510) 583-3649

**TYPE(S) OF APPLICATION:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Zone Change                | <input type="checkbox"/> Site Plan Review          | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Zoning Conformance Permit |
| <input type="checkbox"/> Tentative Parcel/Tract Map | <input type="checkbox"/> Parcel Map/Final Map      | <input type="checkbox"/> Other: _____              |

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assessor Parcel Number(s): \_\_\_\_\_ Tract/Parcel No. (if applicable): \_\_\_\_\_  
 Existing Zoning District(s): \_\_\_\_\_ Existing General Plan Designation: \_\_\_\_\_  
 Project Description (attach additional sheets if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT & PROPERTY OWNER INFORMATION:**

Applicant Name(s): \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Owner(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Invoices To Be Directed To:  Applicant  Property Owner  Other \_\_\_\_\_

**CERTIFICATION STATEMENT:**

- I/We certify that I/We are presently the legal owner(s) of the property of the above-referenced property.
- I/We acknowledge the filing of this application and certify that all the above information is true and accurate and that I/We have familiarized myself/ourselves with the relevant provisions of the Hayward Municipal Code.
- I/We hereby guarantee, as an authorized agent, applicant, property owner or project sponsor, that I/We individually and jointly assume full responsibility for all costs incurred by the City in processing this application.
- I/We understand and agree that unpaid balances may be referred to a collections agency, and failure to pay all charges will result in a hold on any processing of current and/or future permits at the property.

*NOTE: A person acting as an agent of the property owner(s) shall attach a notarized letter of authorization from the legal owner.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY STAFF USE ONLY:**

**PAYMENT VALIDATION**

Application #	Work Order #	Recieved By:
Fixed Fee: <b>\$328</b>	Deposit:	Check #
Project Planner:	Date Received:	

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# ACCESSORY DWELLING UNIT CHECKLIST – SINGLE FAMILY RESIDENTIAL

Development Services Department • Planning Division

777 "B" Street Hayward, CA 94541

(510) 583-4216 • [www.hayward-ca.gov/content/accessory-dwelling-unit-ordinance-update](http://www.hayward-ca.gov/content/accessory-dwelling-unit-ordinance-update)

**Project Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are independent and semi-independent dwelling units with complete or partial provisions for sleeping, cooking, and sanitation permitted to be constructed on properties with existing or proposed single-family dwellings pursuant to State law – Government Code Sections 65852.2 and 65852.22. This Zoning Conformance Permit process is an eligibility screening by the Planning Division to ensure compliance with ADU regulations **prior** to filing a building permit application.

### Documents required at the time of the Zoning Conformance Permit submittal:

1. Development Permit Application (wet signed by applicant and propertyowner)
2. Payment = \$328
3. Accessory Dwelling Unit Checklist (this form)
4. Project plans drawn to scale including site plan, floor plan, and elevations – existing and proposed;  
Required Quantity: One (1) – Full Size 24" x 36" plan set and One (1) – Reduced 11" x 17" plan set
5. Applicable to JADUs Only – Copy of the Property Legal Description (found on Property's Title Report or Grant Deed)

**Eligibility Worksheet** – Below are development standards for ADUs/JADUs. Please indicate whether the proposed project meets these standards by filling in the blanks and circling "YES" or "NO" for each section. If you answer yes to all of the questions, your application is eligible for ministerial ADU review by staff. If you answered no to any of the questions, your application does not qualify for ADU/JADU ministerial review and may require further review for compliance.

Does the ADU/JADU meet the following development standards?	Compliance (Circle One)	Review (City Use)
1. <b>Zoning.</b> Is the project site located within a residential or mixed-use zoning district and contains an existing single-family residence on the property? Online GIS WebMap: <a href="http://webmap.hayward-ca.gov">webmap.hayward-ca.gov</a>	Yes    No	
2. <b>Quantity.</b> Properties with existing or proposed single-family residences are limited to one (1) ADU and one (1) JADU. <b>Will the project site not exceed the allowed quantity?</b>	Yes    No	
3. <b>Setbacks.</b> *Detached and attached new ADUs shall be required to maintain the following setbacks listed below: <ol style="list-style-type: none"> <li>a) Street-Side and Interior Side Yard: 4-Feet</li> <li>b) Rear Yard: 4-Feet</li> <li>c) Front Yard: Conform to Underlying Zoning District</li> <li>d) Setback from Other Structures: 6-Feet</li> </ol> <b>Will the ADU/JADU conform to all minimum required setbacks?</b> *Note: No setbacks are required for ADU/JADU conversions of existing, permitted structures.	Yes    No  N/A	
4. <b>Maximum Unit Sizes and Floor Area.</b> <b>ADUs. Is the proposed ADU equal to or less than the following?</b> <ul style="list-style-type: none"> <li>• 850 square-feet for 1 bedrooms and studios;</li> <li>• 1,000 square-feet for 2 or more bedrooms;</li> <li>• If ADU exceeds thresholds above, ADUs shall not exceed 50% of the total floor area of the primary dwelling or 1,200 square-feet whichever is less</li> </ul> <b>*JADUs. Is the proposed JADU equal to or less than 500 square-feet?</b> JADUs are internal conversions of existing space and are allowed up to 150 square-feet of additional floor area limited to accommodating ingress and egress but shall not exceed the maximum above.	Yes    No	

<p>5. <u>Building Height</u>. Detached ADUs shall be limited to 16-feet in height. ADUs attached to primary structures shall not exceed the height allowed by the underlying zoning district. No limit for conversions within existing, permitted structures.</p> <p><b>Will the proposed ADU be less than maximum height?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>6. <u>Maximum Lot Coverage</u>. The ADU/JADU shall not exceed the maximum lot coverage of the underlying zoning district of the project site; however, lot coverage shall not be imposed for attached or detached ADUs less than 800 square-feet.</p> <p><b>Will the proposed ADU/JADU comply with maximum lot coverage requirement?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>7. <u>Cooking Facilities</u>. For JADUs only – JADUs are required to include an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter (wet bar) with suitable storage cabinets. Permanent stovetops/ovens are not permitted.</p> <p><b>Will the proposed JADU have the required elements of an efficiency kitchen?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>8. <u>Unit Connection and Entrances</u>.</p> <p>ADUs – Shall be required to have a separate, independent exterior entrance separate than the primary residence. <u>May</u> have an internal connection to primary residence.</p> <p>JADUs – Shall be required to have internal connection to primary residence <u>and</u> shall be required to have separate exterior access.</p> <p><b>Does the ADU/JADU meet the egress, access, and internal connection requirements?</b></p>	<p>Yes      No</p>	
<p>9. <u>Separate Sale</u>. ADUs and JADUs shall not be sold or otherwise conveyed separate from the primary residence.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>10. <u>Owner Occupancy</u>. For JADUs only – the property owner shall always reside in either the primary residence or new JADU. A deed restriction shall be recorded with the County of Alameda Clerk-Recorder’s Office prior to building permit issuance for JADUs.</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p> <p>N/A</p>	
<p>11. <u>Short Term Rental Prohibition</u>. ADUs and JADUs shall not be utilized as commercial short-term rentals (i.e. rentals less than 30 consecutive days).</p> <p><b>Does the applicant and property owner acknowledge this requirement?</b></p>	<p>Yes      No</p>	
<p>12. <u>Summary</u>. This project meets <b>ALL</b> requirements listed above.</p>	<p>Yes      No</p>	

Applicable Impact Fees: Impact fees such as affordable housing in-lieu fees, park dedication in-lieu fees, and school district fees are not applicable for ADUs that are less than 750 square-feet. Utility connections and capacity charges for water and sewer service are not considered impact fees and still apply. Please contact the Building Division at (510) 583-4005 or [building.permits@hayward-ca.gov](mailto:building.permits@hayward-ca.gov) for all applicable building permit plan check and inspection fees.

**PROJECT COMMENTS/NOTES:** \_\_\_\_\_

**TO BE COMPLETED BY CITY STAFF ONLY:**

Application Number: _____ ADU: _____ JADU: _____	
Planner: _____	Date: _____ Approved: _____ Denied: _____
Comments: _____	