



CITY OF PLACENTIA  
DEPARTMENT OF DEVELOPMENT SERVICES  
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870  
PHONE: (714) 993-8124

**ACCESSORY DWELLING UNIT (ADU/JADU)  
SUBMITTAL REQUIREMENTS**

**A PROJECT WILL NOT BE ROUTED TO ANY DEPARTMENT UNTIL ALL INFORMATION HAS BEEN DETERMINED TO BE ADEQUATE AND COMPLETE. THE FOLLOWING SHALL BE INCLUDED AT THE TIME OF APPLICATION SUBMITTAL:**

- 1. FEES: As per the most current adopted fee schedule. Make check(s) payable to "City of Placentia".
- 2. COMPLETED APPLICATION WORK SHEET: If the owner(s) is not available, a notarized letter of authorization is acceptable.
- 3. PUBLIC WORKS SUBMITTAL (New Item)
  - A. Applicants must submit required Public Works materials (including utility plan, grading permit documentation, soils report, and any other items as specified by PW) prior to submittal of building plans to the Building Division.
  - B. Submittals to the Planning Division and Public Works Department shall occur in concert with one another.
  - C. Plan check review by the Building Division will not commence until approval letters are received from both Planning and Public Works confirming completeness of their respective reviews.
  - D. Please contact the Public Works Department at (714) 993-8131 for information on processing fees and detail submittal requirements.
- 4. THREE (3) SETS OF FULL-SIZE PLANS (24" X 36") AND ONE (1) ELECTRONIC COPY (PDF FORMAT) drawn to engineering/architectural scale, fully dimensioned, and indicating the following:
  - A. SITE PLAN:
    - Title block including name of project, location, name, address, telephone number, applicant and architect/engineer
    - North arrow, scale of plan
    - Vicinity map showing closest major streets, distances to cross streets and surrounding land uses
    - Legal property lines, lot dimensions (as per most current Orange County Assessor's Parcel Map)
    - All required street dedications and improvements
    - All proposed structures and existing structures on properties immediately adjacent to the subject site

- Setback dimensions of the proposed building(s) to all property lines and structures
- Location, height, material and color of all walls, fences and gates
- Proposed and existing above-ground equipment such as utility poles, transformers, air conditioner units, etc.
- All existing and proposed easements and dimensions
- All access points, drive aisles, parking spaces, loading spaces, recreational vehicle spaces and typical dimensions
- All freestanding exterior lighting fixtures, location, size and height
- Site summary table including gross/net acreage of site, parking spaces required/provided, percentage of lot coverage permitted/proposed, percentage of landscaped areas required/provided and gross floor area of proposed building(s)

B. DETAILED GRADING AND DRAINAGE PLAN:

- Existing and proposed contours on the site and within one hundred (100) feet of the boundaries of the site
- Proposed elevation of the site
- All existing and proposed structures and improvements including curbs, gutters, driveways, sidewalks and median islands on the site and within one hundred (100) feet of the site

C. DETAILED LANDSCAPE PLAN:

- Plant palate, including names, types, and sizes of plant materials to be used
- Irrigation system indicating type of system, location of water mains, control valves, and hose bibs
- Landscaping and irrigation shall comply with Chapter 23.77, Xeriscape Ordinance of the Placentia Municipal Code

D. BUILDING ELEVATIONS:

- All buildings, structures, wall-mounted identification signs and exterior light fixtures, solar panels (if provided)
- Note all exterior finishes and colors
- Color chips and material samples mounted on an 8 1/2" x 14" display board
- Cross section of structures

E. FLOOR PLAN(S)

- 5. ALL OF THE ABOVE DRAWINGS SHALL BE ARRANGED IN SETS IN THE FOLLOWING ORDER:

- a. Site Plan
- b. Detailed Grading and Drainage Plan
- c. Detailed Landscape Plan
- d. Building Elevations
- e. Floor Plans(s)

***\*ONCE PROJECT IS PLANNING AND PUBLIC WORKS APPROVED, THE PROJECT CAN BE SUBMITTED TO THE BUILDING DIVISION FOR PLAN CHECK AND BUILDING PERMIT. ADDITIONAL FEES WILL APPLY.***