



**MENIFEE**  
**COMMUNITY DEVELOPMENT**

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Payment Received:	_____
Case Planner:	_____

## APPLICATION FOR AN ACCESSORY DWELLING UNIT

**Please Note:** Application submittals are accepted electronically at [planning\\_submittals@cityofmenifee.us](mailto:planning_submittals@cityofmenifee.us). Contact the Community Development Department at (951) 723-3741 for questions regarding the application.

**APPLICATION INFORMATION:**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Exhibit Preparer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Signature of Licensed Design Professional: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

If the property is owned by more persons than indicated above, check the box below, and attach a separate page that includes the following statement "Accessory Dwelling Unit No. \_\_\_\_\_", and references the affected Assessor's Parcel Number(s), and lists the names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

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**APPLICATION FOR AN ACCESSORY DWELLING UNIT**

**AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. An authorized agent must submit a letter from the owner(s) indicating authority to sign the application on the owner's behalf.

_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

If the properties in question are owned by more persons than those that have signed this application, check the box below, and attach separate page(s) that reference the application case number, includes the stated paragraph above, and provides the signatures of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owners' signatures.

**PROPERTY INFORMATION:**

Assessor's Parcel Number (shall include): \_\_\_\_\_

Site Address (if applicable): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (nearby or cross streets): North of \_\_\_\_\_  
South of \_\_\_\_\_  
East of \_\_\_\_\_  
West of \_\_\_\_\_

Proposal (describe the proposed Accessory Dwelling Unit):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a previous development application filed on the same site: Yes  No

If yes, provide Case No(s). \_\_\_\_\_ (Parcel Map, Zone Change, etc.)

E.A. No. (if known) \_\_\_\_\_ E.I.R. No. (if applicable): \_\_\_\_\_

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**APPLICATION FOR AN ACCESSORY DWELLING UNIT**

Have any special studies or reports, such as a traffic study, biological report, archaeological report, geological or geotechnical reports, been prepared for the subject property? Yes  No

If yes, indicate the type of report(s) and provide a copy: \_\_\_\_\_

Will the proposal result in cut or fill slopes steeper than 2:1 or higher than 10 feet? Yes  No

How much grading is proposed for the project site?

Estimated amount of cut = cubic yards: \_\_\_\_\_

Estimated amount of fill = cubic yards \_\_\_\_\_

Does the project need to import or export dirt? Yes  No

Import \_\_\_\_\_ Export \_\_\_\_\_ Neither \_\_\_\_\_

What is the anticipated source/destination of the import/export?  
\_\_\_\_\_

What is the anticipated route of travel for transport of the soil material?  
\_\_\_\_\_

How many anticipated truckloads? \_\_\_\_\_ truck loads.

What is the square footage of usable pad area? (area excluding all slopes) \_\_\_\_\_ sq. ft.

Does the development project area exceed more than one acre in area? Yes  No

If yes, in which one of the following watersheds is it located (refer to Riverside County GIS for watershed location)?

Check answer:

Santa Ana River       Santa Margarita River       San Jacinto River       Colorado River

1. Is the Accessory Dwelling to be used for family  or rental purposes 
  - a. If used for rental purposes, please provide the anticipated monthly rent for the ADU:  
\_\_\_\_\_
2. Will the new dwelling unit be used as the  Primary Dwelling or the  Accessory Unit?
3. The square footage of the proposed Accessory Unit, excluding any garage area, is \_\_\_\_\_ square feet.

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**APPLICATION FOR AN ACCESSORY DWELLING UNIT**

**FILING INSTRUCTIONS FOR  
ACCESSORY DWELLING UNIT APPLICATION**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Accessory Dwelling Unit application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

**THE ACCESSORY DWELLING UNIT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:**

1. One completed and signed application form.
2. One copy of the current legal description for the property involved, as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
3. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. Copy of Exhibit "A" (Site Plan). The exhibit must also include the information described in the Accessory Dwelling Unit Matrix.
5. A copy of building floor plans (Exhibit "C") and elevations (Exhibit "B") showing the proposed Accessory Unit building.
6. A minimum of three (3) ground-level photographs (color prints) clearly showing the whole project site. Include a locational map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
7. Applicable fee.

If you have any questions concerning your application, please contact the Community Development Department.

<b>Accessory Dwelling Unit Matrix</b>
1. Name, Address, and telephone number of applicant.
2. Name, address, and telephone number of landowner.
3. Name, address, and telephone number of exhibit preparer.
4. Assessor's Parcel Numbers and, if available, address of the property.
5. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
6. North arrow.
7. Date Exhibit Prepared.
8. Title of Exhibit (i.e. "Accessory Dwelling Unit").
9. Complete legal description of property.
10. Overall dimensions and total net and gross acreage of property.

**APPLICATION FOR AN ACCESSORY DWELLING UNIT**

<b>Accessory Dwelling Unit Matrix</b>	
11.	Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
12.	Exhibit Amendment block
13.	Location of adjoining property and lot lines.
14.	Existing and proposed zoning and land use of property.
15.	Existing use and zoning of property immediately surrounding subject property.
16.	Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
17.	Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
18.	Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs.
19.	List and accurately show all easements of record (by map or instrument number).
20.	Streets, alleys, and rights-of-way providing legal access to the property.
21.	Existing topography of the property, with the source(s) of the contour lines and benchmark identified. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when information that is more detailed is not available. Additional topography may be required, if deemed necessary.
22.	Spot elevations. (See below for more details)
23.	When subsurface septic sewage disposal is intended, include the information described below under "Site Grading, Subsurface Disposal."
24.	Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
25.	Note whether or not land is subject to overflow, inundation, or flood hazard.
26.	FEMA mapped floodplains and floodways including zone designation.
27.	Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures, including septic subsurface sewage disposal systems.
28.	Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
29.	Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
30.	Setback dimensions of existing structures and paved areas.
31.	Setback dimensions of proposed structures and paved areas.
32.	Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code and floor plans for each building. (Attach to site plan). See below for more information regarding detailed floor plans.

**See the attached sample exhibit on page seven (7) for more details.**

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## APPLICATION FOR AN ACCESSORY DWELLING UNIT

### **SPOT ELEVATIONS:**

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

### **SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS:**

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pad such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.

### **FLOOR PLANS AND ELEVATIONS:**

All floor plans and elevation exhibits shall include the information listed on items 1 through 8 of Accessory Dwelling Unit Matrix. In addition, architectural elevations shall include scaled drawings of all sides of the Accessory Unit with dimensions indicating proposed and existing heights, and any proposed or existing HVAC equipment, solar equipment. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.

APPLICATION FOR AN ACCESSORY DWELLING UNIT

