



City of Menifee Permit Ready Accessory Dwelling Unit (PRADU) Plan Application Packet

The City of Menifee is pleased to announce the launch of the Permit Ready Accessory Dwelling Unit (PRADU) Plans for use by City of Menifee homeowners!

Introduction and Overview: The Menifee Permit Ready Accessory Dwelling Unit Plans Program provides a series of eight, pre-reviewed, code-compliant ADU construction plans that can be attained online or from City Hall for free. The program helps the City meet strategic plan goals to create diverse housing options throughout the City by encouraging the construction of ADUs. Customizable options allow for a variety of exterior materials and door and window fenestrations to express individual owners' tastes while respecting community character. These options reduce preconstruction fees for residents and shorten the review process for everyone.

The City selected the architecture and planning firm Design Path Studio to prepare the Permit Ready ADU Plans and this ADU Guidebook. Design Path Studio was tasked with preparing floor plan options for a studio, a one-bedroom, a two-bedroom, and a three-bedroom option, with two-floor plans for each option. Each set of floor plans provides two architectural styles with porch variations and provides a checklist of options designed to make customizing the exterior easy for owners.

Residents can download digital copies of the full sets of plans from the City's ADU webpage at: <https://www.cityofmenifee.us/751/Accessory-Dwelling-Units>. Residents will need to have a site plan prepared to submit along with their selected plan set and complete PRADU application. While the PRADU plans will generally eliminate the need for a plan check and plan check fees needed to determine compliance with building codes, this does not eliminate the need for obtaining a **PRADU Permit**, and other review and permit requirements such as grading and drainage, septic systems and other utilities, or fire sprinklers, if necessary.

Enclosed is the Permit-Ready ADU Permit Indemnification Form and Application Packet which includes application forms and helpful information on the process for obtaining City permits to construct the PRADU of your choice.





**Hold Harmless Statement for use of City of Menifee
Permit Ready Accessory Dwelling Unit Plans**

Property Address: _____

Property Owner's Name: _____

Property Owner's Contact: Phone: _____ Email: _____

Assessor Parcel Number: _____

By accepting these Permit Ready Accessory Dwelling Unit construction documents, Property Owner agrees to release, defend (with counsel of City's choosing), indemnify and hold City, its officials, officers, employees, volunteers, agents, and the engineers and/or architects who prepared these construction documents, free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, related to, or incident to acceptance of or use of the construction documents.

By using the City of Menifee Permit Ready ADU construction documents, the Property Owner is acknowledging acceptance of the following Conditions:

1. The use of this information is restricted to the original project for which it was prepared for the Permit Ready ADU Plans for the City of Menifee. This does not eliminate or reduce the Property Owner's responsibility to verify any and all information relevant to the Property Owner's work and responsibility on this project. The City of Menifee shall not be responsible for translation errors.
2. The Property Owner recognizes and acknowledges that the use of this information will be at their sole risk and without any liability or legal exposure to the City of Menifee, its officials, officers, employees, volunteers, agents, and the engineers and/or architects who prepared these construction documents. No warranties of any nature, whether express or implied, shall attach to these documents or the information contained thereon. Any use, reuse, or alteration of these documents by the Property Owner or by others will be at the Property Owner's risk and full legal responsibility. Furthermore, the Property Owner will, to the fullest extent permitted by law, indemnify and hold the City of Menifee, its officials, officers, employees, volunteers, agents, and the engineers and/or architects who prepared these construction documents harmless from any and all claims, suits, liability, demands, judgments, or costs arising out of or resulting there from on account of any injury, death, damage or loss to persons or property.
3. The designs represented by these plans are copyrighted and are subject to copyright protection. If the Property Owner does not agree with the above conditions, do not proceed beyond this disclaimer.

Signature of Property Owner

Date

Print Name

City of Menifee Permit Ready Accessory Dwelling Unit (PRADU) Plan Frequently Asked Questions (FAQs)

This FAQ is provided as an aid only and the City strongly recommends that applicants review applicable state law and relevant portions of the Menifee Municipal Code prior to submitting an application.

- 1. What permits do I need to obtain?** At a minimum, the City requires submittal of a "Permit Ready ADU" (PRADU) application to the Planning Department for review. Once the City approves the PRADU application, the applicant/owner must obtain a building permit from the Building and Safety Department for construction of the PRADU. Use of the PRADU Plans will in most instances, eliminate the need for a Building and Safety Department construction plan check review and building plan check review fees. The PRADU application fee is available at: <https://www.cityofmenifee.us/320/Planning-Fees>. Other permits, such as a grading permit, may be required as determined on a case-by-case basis, which is discussed in more detail below.
- 2. How long will it take to get my PRADU Permit?** Upon submission of a PRADU application and upon payment of the application fee, the timeframe for review of a PRADU application will be approximately ten business days for a first review and five business days for a second review. This timeframe may vary depending on each individual property, site conditions and the adequacy and accuracy of information provided on the site plan.
- 3. Can the City recommend a contractor?** The City is unable to make recommendations for specific contractors; however, at a minimum construction needs to be performed by a contractor licensed by the State of California.
- 4. Can I make changes to the PRADU plans?** Minimal changes to the PRADU plans (i.e., substitution of exterior material and detailing, addition of outlets, door or window styles, light, or plumbing fixtures) may be acceptable without requiring building plan check review and fees. Reversing the plan to fit with an existing lot configuration is also acceptable. However; any structural changes, or change in size (i.e., additional floor area) or reconfiguration of the floor plans will require building plan check review and fees the same as would be required for plans prepared by the applicant and/or the applicant's architect. The City's Building Official has the discretion to require building plan check review and plan check fees, when plan changes are of an extent and nature that, in the opinion of the Building Official, are not minor in nature and warrant such review.
- 5. What is the Maximum size of an ADU?** Detached ADUs may be up to a maximum of 1,200 square feet of livable space per the City's ADU standards (the largest PRADU plan available, is the 3 Bedroom, Plan 3A, which is 1,198 square feet).
- 6. What if I want to use a different roof or exterior materials?** Alternative roof and exterior materials may be used; however, the materials should maintain consistency with the architectural style of the chosen plan and elevation.
- 7. Are Fire Sprinklers Required?** Maybe. The City requires fire sprinklers for an ADU if the existing primary dwelling has fire sprinklers and a separate fire sprinkler plan to the Fire Department for review.
- 8. Are there other Fire Department requirements I should be aware of?** Depending the on the property, Fire Department requirements may include:

- **Fire Access.** For larger lots (e.g., in rural areas), a fire apparatus access road/driveway is required for proposed ADUs where any portion of the proposed structure is more than 150 feet from the street property line. When there is an approved automatic fire sprinkler system, this distance is permitted to extend from 150 feet to 300 feet. Please contact the Fire Department, Office of the Fire Marshal at: (951) 246-6215 for specific requirements or you may refer to Technical Policy [TP16-001](#).
- **Fire Protection Water Supplies.** A proposed ADU is required to comply with Fire Department water supply requirements; however, if the structure is less than 600 square feet in area the ADU may be exempt from fire protection water supply requirements. Please contact the Fire Department, Office of the Fire Marshal at: (951) 246-6215 for specific requirements or you may refer to Technical Policy [TP16-001](#) and [TP16-002](#).
- **High Fire Severity Hazard Zones.** Certain areas of the City are in [High Fire Hazard Severity Zone](#) as determined by the State. If the ADU will be on a property that is within a High Fire Severity Zone, additional setback requirements & fuel modification may be required. Please contact the Fire Department, Office of the Fire Marshal at: (951) 246-6215 for specific requirements.

9. Is a grading plan required? If anticipated grading quantities are greater than 50 cubic yards, a grading plan signed by a licensed engineer and grading permit will be required. If grading is limited to quantities below 50 cubic yards, the Engineering Department may allow and require, a “no grade letter” to be prepared and signed by a licensed engineer in lieu of a grading plan. At a minimum for any ADU, the site plan prepared for submission to the City for review of the PRADU application needs to show grade elevations, and site drainage patterns/drainage flow (refer to PRADU sample site plan). Please also refer to [Menifee’s Municipal Code \(§ 8.26.030\)](#) for more information on grading requirements and exemptions.

10. Does the creation of an ADU require the applicant to provide public improvements (e.g., curb, gutter & sidewalk improvements)? As provided in the California Department of Housing and Community Development Accessory Dwelling Unit Handbook (updated July 2022), “No physical improvements shall be required for the creation or conversion of an ADU. Any requirement to carry out public improvements is beyond what is required for the creation of an ADU, as per state law. For example, an applicant shall not be required to improve sidewalks, carry out street improvements, or access improvements to create an ADU. Additionally, as a condition for ministerial approval of an ADU, an applicant shall not be required to correct nonconforming zoning conditions. (Gov. Code, § 65852.2, subd. (e)(2).)”

However; if the ADU is proposed in conjunction with a new primary residential dwelling on an existing undeveloped property, the dedication of right-of-way and public improvements may be required for the new primary dwelling.

11. What other Engineering requirements should I be aware of? In rare instances, property conditions and project circumstances may require submittal of a water quality management plan (WQMP), hydrology study, and/or stormwater bioretention features to the City’s Engineering Department for review.

12. What are the requirements for sewer and/or septic? If sewer is provided to the primary dwelling on the property in which the ADU is proposed, then the ADU will be required to connect to sewer and be subject to a sewer connection permit and fee. For sewer requirements, please contact the Eastern Municipal Water District at: 951-928-3777, ext. 2081. If no sewer is available, a new or upgraded septic system may be required. New or upgraded septic systems are subject to approval by the City’s Building and Safety Department, 951-723-3779 and the Riverside County Department of Environmental Health, 951-955-8980.

Quail Valley Moratorium Information: Please note that a moratorium is currently in effect for new septic systems within portions of the Quail Valley community due to failing septic tanks contaminating Canyon Lake. More information about the Quail Valley Moratorium is available at: <https://www.cityofmenifee.us/663/Quail-Valley-Moratorium> To determine if your property is within a moratorium area, you may also contact, City Planning Department at: 951-723-3741.

- 13. Can I construct a 1-bedroom PRADU plan first and add bedrooms later?** Yes, an owner can initially utilize a one-bedroom PRADU plan, construct the PRADU, and decide in the future to utilize one of the larger two- or three-bedroom plans to add bedrooms. For example, an owner could build the 1-Bedroom, Plan 1A first and then use the 2-Bedroom, Plan 2A for an addition in the future, provided that the addition complies with the City's ADU standards. Please note, that this will require a subsequent Permit-Ready Plan review and building permit fees. Development impact fees may also apply.
- 14. Can I rent or sell my ADU?** An ADU may be rented separately from the primary dwelling. The property owner does not have to occupy one of the homes on the property to rent either home to other occupants. An ADU cannot be sold or conveyed separately from the primary dwelling. ADUs must be rented for terms longer than 30 days (Gov. Code, §65852.2, subds. (a)(6) and (e)(4)).
- 15. Are Development Impact Fees required for an ADU?** It depends on the size of the ADU. An ADU that is less than 750 square feet in size is exempt from incurring impact fees from local agencies, special districts, and water corporations. For ADUs that are 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit.

In addition to the Planning Department's Permit Ready ADU application, and building permit issuance fees, ADUs that are 750 square feet or larger are subject to some but not all the development impact fees and utility connection/capacity fees that also apply to a new single-family residential dwelling. Total fees will depend on the specific circumstances of your property and the scope of your project. For more information, please refer to the City's Development Impact Fee Memo at: <https://www.cityofmenifee.us/DocumentCenter/View/15451/Development-Impact-Fee-Memo---Effective-August-15-2022>

- 16. Can school districts charge impact fees?** Yes. School districts are authorized to but do not have to levy impact fees for ADUs greater than 500 square feet pursuant to Section 17620 of the Education Code. ADUs less than five hundred square feet are not subject to school impact fees. For school District contacts and fee information, please refer to the City's Development Impact Fee Memo at: <https://www.cityofmenifee.us/DocumentCenter/View/15451/Development-Impact-Fee-Memo---Effective-August-15-2022>
- 17. How do I obtain a separate address for an ADU?** An ADU address, separate from the address of the primary dwelling unit, is allowed, and recommended for ADU structures with separate utility connections, and may be obtained from the Building & Safety Department.



Accessory Dwelling Units (ADU) Fee Overview

The following fees provide the applicant an idea of the application fee, permit fees, impact fees, and additional fees that may apply to your project depending on site-specific circumstances. Please contact Planning, Fire, Engineering, and Building & Safety for more information regarding fees.

1. Application Fee

Please refer to the [Planning Fee Schedule](#) for the Planning Review fee for an Accessory Dwelling Unit. Please note the RivCo Environmental Health Fee may be exempt if the ADU is able to connect to sewer.

2. Development Impact Fees

State Bill 13 ([Government Code Section 65852.2](#)) removed impact fees for ADUs under 750 square feet. Depending on the size of the ADU selected, impact fees may apply. Please view the [Development Impact Fee Memo](#) for a list of impact fees. The following fees listed may be applicable:

- Development Impact Fee (DIF) - Applied to ADUs 750 square feet or greater
- Multi-Species Habitat Conservation Plan Fees (MSHCP) - Applied to ADUs 750 square feet or greater
- School Fees – Applied to ADUs 500 square feet or greater
- Quimby/Park Fees

3. Building Permit Fees

All required permit fees shall be paid by the applicant at the time of issuance. New construction fees are based on square feet and valuation using the [International Code Council Fee Multiplier](#). The fees listed below are approximate building permit fees for each of the Permit Ready ADUs. Building permit fees are subject to change as determined by the ICC. In addition, California State fees S.M.I.P, Green Building Standards, and solar permit fees are collected at plan submittal and/or permit issuance.

City of Menifee - Permit Ready ADUs		
Plan	Square Feet	Approx. Building Permit Cost
0A	415	\$1,776
0B	306	\$1,609
1A	730	\$2,083
1B	595	\$1,949
2A	910	\$2,270
2B	779	\$2,098
3A	1198	\$2,546
3B	988	\$2,313

4. Fire Fees

Fire fees may be applicable depending on site-specific circumstances. Please refer to the [Fire Fee Schedule](#) for details on the potential fees listed below, which will be determined by the Fire Department on a case-by-case basis:

Fire Sprinkler Systems:

- New 13D Residential Fire Sprinkler System (Base fee Per Model) Plan Check
- New 13D Residential Fire Sprinkler System (Per Sprinkler Head)

Tanks:

- Above Storage Tank Install or Removal

Development Plan Check and Inspections (Residential – New and Additions Group R) Per Square Feet:

- 0-1999 Square Feet

5. Engineering Fees

Engineering fees may be applicable depending on site-specific circumstances. In most cases, many of the fees below will likely not apply, however, some or all may be applicable, as determined by the Engineering Department on a case-by-case basis. Please refer to the [Engineering Fee Schedule](#) for details on the fees listed below:

Precise Grading/Drainage Plan Check (Single Family Residence)

- 1-4 Lots

Grading/Draining/Public Improvement Inspection

- Residential Less than 1 Acre
- Other

Water Quality/Stormwater

- Preliminary Water Quality Management Plan Review (WQMP)
- Final WQMP with Approved Preliminary Water Quality Management Plan
- Final WQMP without Approved Preliminary Water Quality Management Plan

Reports/Studies

- Drainage Study
- Geotechnical Study



Filing Instructions for Permit Ready Accessory Dwelling Unit (PRADU) Application

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

Step 1: Obtain Permit Materials

- Visit the City website and download the necessary documents (PRADU Packet, An ADU Plan Set) <https://www.cityofmenifee.us/751/Accessory-Dwelling-Units>

Step 2: Review and Complete Material

- Review and complete, as necessary, the above reference items. Ensure to conduct necessary pre-submittal work discussed on the plans (i.e. preparation of site plan, coordinate with the Department of Environmental Health if your residence is currently served by a septic tank, etc.)
- Please note, that the plans included a Site Plan Example (Sheet AS.2) to use as reference if you are preparing your own site plan. You may also secure the services of a design professional to prepare a site plan.
- The table below serves as a checklist for items that need to be completed on the plans:

SHEET T1.1			
<input type="checkbox"/>	Zoning Information	<input type="checkbox"/>	APN
<input type="checkbox"/>	Directory	<input type="checkbox"/>	Fire Information
<input type="checkbox"/>	Legal Description	<input type="checkbox"/>	Supplemental
<input type="checkbox"/>	Vicinity Map		
SHEET AS.1			
<input type="checkbox"/>	Stormwater Bioretention		
SHEET AS.2 (Example Site Plan)			
<input type="checkbox"/>	Site Information Checklist		
SHEET AS.2 (Blank Site Plan)			
<input type="checkbox"/>	Site Plan with all site information provided from Sheet AS.2)		

Step 3: Consult with City Staff & Service Providers as Necessary

- Planning, 29844 Haun Road, Menifee, CA 92586, (951) 723-3741
- Fire Department, 29844 Haun Road, Menifee, CA 92586, (951) 723-3732
- Engineering, 29844 Haun Road, Menifee, CA 92586, (951) 723-3719
- Building, 29844 Haun Road, Menifee, CA 92586, (951) 723-3877
- Eastern Municipal Water District, 2270 Trumble Road, Perris, CA 92570, (951) 928-3777
- Department of Environmental Health, 3880 Lemon St, Suite 200, Riverside, CA 92501, (951) 955-8980

- Southern California Edison, (800) 950-2356
- Southern California Gas, (877) 238-0092

Step 4: Application Submittal

- Submit the PRADU application materials to the Community Development Department – Planning Division via email at planning_submittals@cityofmenifee.us

SUBMITTAL REQUIREMENTS	
<input type="checkbox"/>	One completed and signed application form.
<input type="checkbox"/>	Most recent Grant Deed showing current property ownership
<input type="checkbox"/>	Complete Site Plan with all site information listed on Sheet AS.2 of the PRADU plans.
<input type="checkbox"/>	Hold Harmless Statement
<input type="checkbox"/>	Water Quality Management Plan (WQMP) Checklist
<input type="checkbox"/>	Applicable Fee

- If complete, the application will be taken in and routed for further review.
- Applications submitted without the appropriate payment will not be processed until the application fee is paid.

Step 5: Application Review

- Review will be conducted by the Building, Engineering, Fire, and Planning sections. A planner may reach out to the applicant at any point during the review period for additional information.

Step 6: Approval

- Once all City comments have been satisfied, the PRADU will be approved, and the plans are ready to submit to the Building & Safety Department.

Step 7: Building Permit/Permit Release/Construction/Inspection/Occupancy

- Submit the plans to Building & Safety for Building Permit issuance. Construction can then commence and once all necessary inspections have been completed the new dwelling may be occupied.



<i>For Official Use Only</i>	
Project Number:	_____
Date Submitted:	_____
Received By:	_____

PERMIT READY ACCESSORY DWELLING UNIT APPLICATION

Please Note: Application submittals are accepted electronically at planning_submittals@cityofmeniffee.us. Applications submitted without the appropriate payment will not be processed until the application fee is paid. Contact the Community Development Department at (951) 723-3741 for questions regarding the application.

APPLICANT INFORMATION:

Applicant's Name: _____

Contact type: Architect Engineer Property Owner Representative Other

Mailing Address: _____
Street

City

State

Zip

Daytime Phone No: (____) _____ E-Mail: _____

PROPERTY OWNER:

Property Owner's Name: _____

Mailing Address: _____
Street

City

State

ZIP

Daytime Phone No: (____) _____ E-Mail: _____

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.

PROPERTY INFORMATION:

Assessor's Parcel Number (shall include): _____

Site Address: _____

Section: _____ Township: _____ Range: _____

APPLICATION FOR A PERMIT READY ACCESSORY DWELLING UNIT

Approximate Gross Acreage: _____ In a Special Flood Hazard Zone: Yes No

Zoning Information: _____ General Plan Information: _____

Does the primary dwelling have fire sprinklers? Yes No Livable Space (sq. ft.): _____

How many bedrooms are in the existing main dwelling? 1 2 3 4 5+

Do you intend to rent the ADU? Yes No If yes, what is the estimated monthly rent? _____

Is the property located within a criteria cell per MSHCP? Yes No

INDEMNIFICATION AGREEMENT

As part of the application, the applicant and/or property owner agree to defend, indemnify and hold harmless the City of Menifee, its City Council, Boards, Commissions, Officer, Agents, Employees, and Volunteer from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgements, fines, penalties, liabilities, costs, and expenses (including, without limitation, attorney's fees, disbursements, and court costs) or every kind and nature whatsoever which may arise from or in any manner related to any approval of the application or related decision, or the processing or adoption of any related document associated with the project. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, expert witness fees, or other costs and expenses incurred in connection with any claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceedings.

Property Owner Signature(s)

Date

Applicant Signature

Date

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.

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

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.