CITRUS HEIGHTS

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PRADU

Permit-Ready Accessory Dwelling Units
Citrus Heights

ACCESSORY DWELLING UNIT PROGRAM

Homeowner's Planning Guide

– February 2023

PRADU
Permit-Ready Accessory Dwelling Units
Citrus Heights

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ACCESSORY DWELLING UNIT MANUAL

PART 1

1.1 INTRODUCTION TO ACCESSORY DWELLING UNITS

An accessory dwelling unit (ADU) is an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. An ADU includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel which the primary single-family or multi-family dwelling unit is situated. An accessory dwelling unit also includes the following: An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home, as defined in Section 18007 of the Health and Safety Code.

In 2016, the State approved new regulations pertaining to accessory dwelling units, which became effective on January 1, 2017. The intent of the new regulations was to facilitate and expedite the construction of new dwelling units that are secondary to a primary single-family or multi-family dwelling on the same lot to increase affordable housing in California. Cities were then encouraged to amend local zoning ordinances to provide a means of facilitating accessory dwelling units (ADUs) under local development standards. The City of Citrus Heights responded by adopting an ordinance in 2017 (amended in 2023) related to ADUs. The city's ordinance provides relief from several zoning standards, the standards applicable to ADUs are outlined in greater detail in this guide. Additional amendments to California law related to ADUs became effective January, 2020. The amendments included the allowance of an ADU on multi-family lots, impact fee exemptions, allowances for garage conversions, elimination of minimum lot size requirements, and reduced the application review time. As the state's housing crisis continues, it's anticipated the legislature will continue to amend laws related to ADUs.

This guide is a resource for Citrus Heights' residents interested in adding an ADU to their property. The guide contains three parts: (1) An informational guide on the process of building an ADU, (2) a selection of "permit-ready" ADU plans that are available at no cost, and (3) an appendix with contact information and additional resources.

1.2 TYPES OF ADUs

ADUs come in many shapes and sizes but are always a self-contained home that is smaller than the main house and legally part of the same property. An ADU always contains a kitchen, bathroom, and place to sleep. ADUs can range from efficiency studio units to 1,200 square foot units with multiple bedrooms. Detached, attached, interior conversions, and above garage accessory units can be either new construction or converted space.

An Accessory Dwelling Unit or ADU is a second residence on the same lot as the main home or apartment building. Also, known as second units or "granny flats," these units can, if well designed, add to property values and increase housing opportunities in existing areas without changing the overall character of the neighborhood. To be considered an ADU, the unit must include a kitchen, bathroom, and a place to sleep.

THERE ARE SEVERAL TYPES OF ADUs

ATTACHED ADU:

Addition of a new structure attached to the existing home.

DETACHED ADU:

A stand alone unit separate from the primary home. This category also includes:

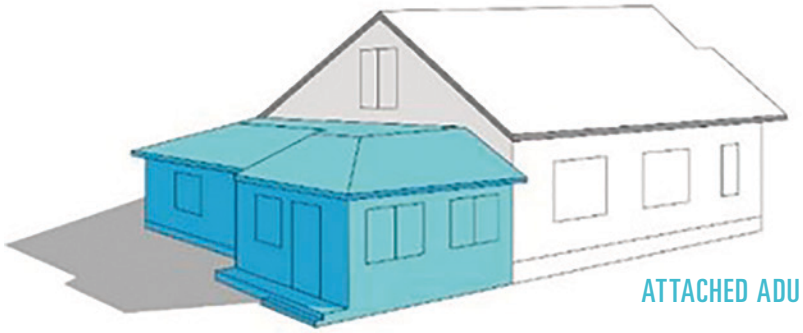
- **Garage Apartments**
  An ADU attached to the side or back of an existing detached garage.
- **Above-Garage Apartment:**
  An ADU built on top of a new or existing detached garage (not shown)

INTERNAL ADU:

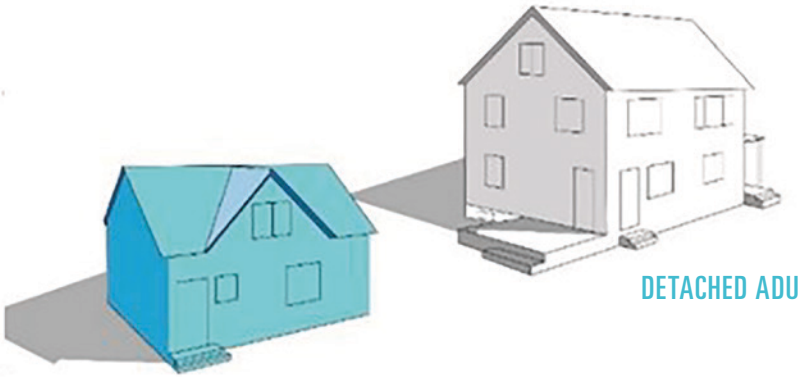
Conversion of space such as room or attached garage into a separate unit.

JUNIOR ADU:

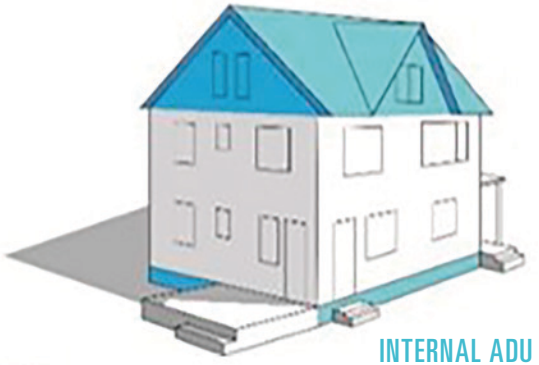
Conversion of up to 500 square feet of existing space, typically a bedroom or attached garage, within a single-family dwelling (not shown). Refer to Section 1.6 for more information on JADUs.



ATTACHED ADU



DETACHED ADU



INTERNAL ADU

CONVERSION ADU

1.3 DEVELOPMENT STANDARDS

ZONING STANDARDS

ADUs are permitted on all residentially zoned properties that are occupied with a single-family dwelling unit or will be improved with a single-family dwelling unit prior to or at the same time as the ADU construction. One ADU is allowed per single-family parcel. An attached ADU is allowed up to 1,200 square feet in area but no more than 60% of the existing living area, whichever is less. Detached ADUs are allowed up to 1,200 square feet. Existing residential space or existing accessory structure space may also be converted into an ADU. There are no off-street parking requirements for ADUs and if a garage is converted to an ADU, replacement parking is not required.

Multi-family developments may also have ADUs up to 800 square feet in size and up to two detached ADUs are permitted. Additionally, multi-family developments may also create interior ADUs through the conversion of existing non-livable space such as a store room, garages, etc.

DESIGN STANDARDS

If exterior alterations, additions, or construction of a new structure is required for an ADU, the ADU improvements shall be architecturally compatible with the main dwelling unit.

ADUs that are 15 feet or less from a residential unit on an adjacent property may not have windows that directly face the adjacent residence.

The windows of a detached two-story ADU located closer than 10 feet to a side property line or 20 feet from a rear property line must use obscure glass or use clerestory windows, unless it is demonstrated other window types will not significantly interfere with the privacy of residents on adjacent parcels.

OCCUPANCY AND OWNERSHIP

- The property owner is not required to reside in either the ADU or main dwelling unit.
- An ADU may be rented.
- The ADU shall not be sold separately from the main dwelling unit.
- The ADU may not be used for short-term rentals (less than 30 days).

DEVELOPMENT STANDARDS FOR ACCESSORY DWELLING UNITS

	ATTACHED	DETACHED	CONVERSION	JUNIOR ADU
TYPE OF ADU	Unit is attached to the primary structure	Unit is separated from the primary structure	Existing space on the lot of the primary residence that is converted into an independent living unit	A specific type of conversion of existing space that is contained entirely within a single-family residence
MIN. LOT SIZE	No limitations			
MAX. UNIT SIZE	Up to 60% of existing living area, maximum of 1200 sf	1,200 sf maximum	1,200 sf maximum	500 sf maximum
MIN. REAR/SIDE SETBACK	Minimum of four (4) ft or outside any easements, whichever is greater		N/A – Existing Structure	N/A
MIN. FRONT/STREET CORNER SETBACK	Same as required by the applicable zoning district		N/A	N/A
MAX. HEIGHT	30 ft to 50 ft depending on the property's zoning district	18 ft plus 2 additional feet for roof pitch 25 ft if constructed over a detached garage	N/A – Existing Structure	N/A
LOT COVERAGE	Lot coverage allowance for the property's zoning district must be maintained when the ADU is greater than 800 sf		N/A – Existing Structure	N/A
PARKING	None required		None required, including replacement parking for garage conversion	None required
MAX. NUMBER OF ADUs PER LOT	One (1) ADU and One (1) JADU allowed per single-family lot			
ACCESS	Independent exterior entrance is required			
DENSITY	ADUs are not included in the calculation of density			

PROJECT DEVELOPMENT

A full set of construction drawings are necessary in order to obtain a permit to construct all types of ADUs, including existing structures converted into an ADU. While a property owner may prepare the plans, they may not have the knowledge of current construction methods and code regulations. Projects constructed using professionally prepared plans help ensure the ADU and its construction methods meet all the code requirements. Any of the following design professionals can assist the preparation of construction plans for an ADU.

ARCHITECT

Architects are professionals licensed by the state whom have a degree in architecture and have passed a series of licensing exams. Architects are legally responsible for the work they design. Architects may provide a range of services including full-service from the initial concept to final construction. This can include coordinating with additional consultants such as structural engineers, surveyors, civil engineers, contractors, or any other project related consultants.

DESIGNER

Designers can come from varying backgrounds and skillsets. Most designers have a design-based education and/or work experience, but none are professionally licensed. The services designers provide are dependent upon the level of their experience in the design, engineering, and construction fields.

CIVIL ENGINEER

Civil Engineers work with the design, construction, and maintenance of natural and built environments. This can include residential, commercial, industrial, transportation, and infrastructure projects. A civil engineer can provide drafting, structural, grading, and stormwater services.

TYPES OF CONSTRUCTION

ADUs can be constructed using a variety of methods. Below are the most common types of construction.

TIMBER FRAME

Timber frame, or stick-built construction, is the traditional method of home construction. This method is done on-site and relies on wooden beams for its basic construction, with more narrow timber beams in between them. Timber framed homes often leave a portion of the wood timber exposed as part of the design aesthetic, in addition to its structural purpose.

MODULAR

Modular construction relies on pieces of the house or ADU being fabricated off-site, and then being delivered to the building site. The prefabricated pieces are delivered to the site and placed into position, either by hand or with a crane.

MANUFACTURED

Manufactured construction is a process where an entire house or ADU, or sections of them, are predominantly built and assembled in factories. The entire unit, or the sections, is then transported to the building site and assembled.

PROJECT MANAGEMENT

The construction costs of an ADU can vary depending on a variety of factors, including current costs of labor and materials. A significant part of the construction budget includes project management. Homeowners will want to consider the merit of each of the different approaches and how it best fits into their timeline, budget and skillset. The three most common approaches are described below.

ACT AS THE GENERAL CONTRACTOR FOR THE ENTIRE PROJECT

When acting as the general contractor, the homeowner will need to acquire materials, select and manage sub-contractors and other skilled labor and act as quality control for the entire project. This is an ambitious approach and is most suited for those with building skills and knowledge. This approach requires the homeowner to invest a significant amount of time and should be considered when choosing to act as the general contractor.

HIRE A CONTRACTOR TO CONSTRUCT THE WEATHERTIGHT SHELL, AND BECOME THE GENERAL CONTRACTOR FOR THE FINISH WORK

This is a common method and provides homeowners a sense of comfort knowing the "big items" are completed to professional standards (excavation, foundation, framing, roofing, etc.). Following the completion of the shell, homeowners would manage the finish work, or what many consider the "fun" part. While there may be a cost savings to this method, it will typically increase the amount of time needed to complete the work to "move-in-ready" status.

USE A GENERAL CONTRACTOR FROM START TO FINISH

While this is the most costly method, cost savings can generally be made up with a project completed in less time (and much less stress!) Another consideration is that most reputable contractors provide a warranty for their work. There can be comfort in knowing the project will be completed to professional standards and provide years of quality living accommodations.

The city does not provide a list of qualified home builders. It is recommended that property owners interview, reference check, and obtain bids from several contractors. Prices can vary significantly and a good partnership with the contractor is important and can contribute to a quicker and smoother process.

1.4 PERMITTING & FEES

To apply for a permit, a full set of construction drawings is required. In addition to the construction drawings, other information is collected when submitting for the permit to ensure the ADU meets State and local codes and is safe to occupy.

FIRE REQUIREMENTS

Fire sprinklers are required if the primary residence has fire sprinklers or if the ADU is located more than 400 feet from a fire hydrant. Fire sprinkler plans must be submitted to Sacramento Metropolitan Fire District for review/approval.

The ADU must also be accessible for emergency responders. A fire approved access road may be required if emergency vehicles are not able to locate within 150 feet of all sides of the ADU. The access must meet fire's minimum width and paving standards.

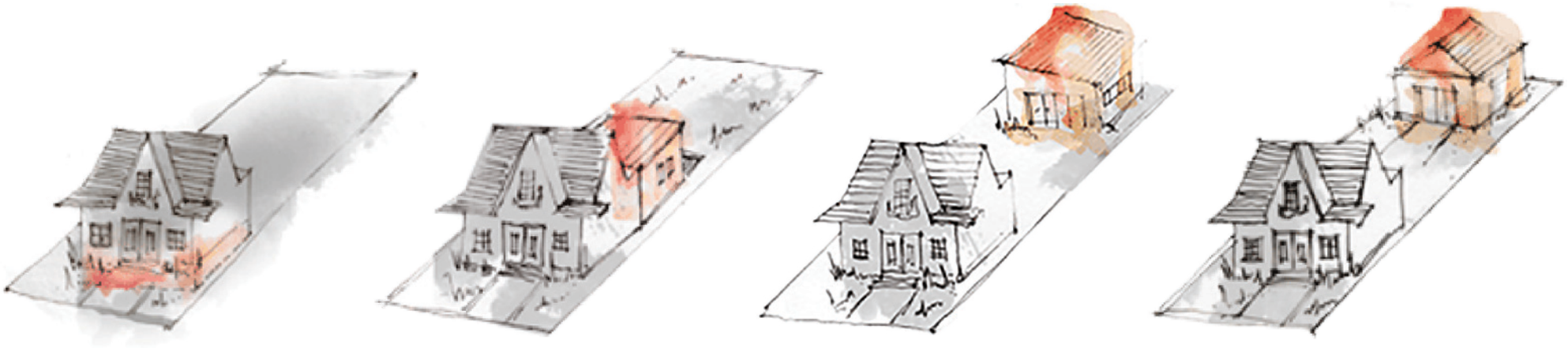
To learn more about any fire requirements for an ADU project, contact Sacramento Metropolitan Fire District, Community Risk Reduction Division at (916) 859-4330 or by email crrd-staff@metrofire.ca.gov

SOLAR ENERGY

The California Solar Initiative went into effect on January 1, 2020 requiring solar energy on all residential buildings. This means that solar photovoltaic collectors will be required for the ADU. The collectors may be a ground-mounted system detached from the ADU or installed on the roof of either the ADU or main residence. If the property has no solar access, exceptions to this requirement may apply. If a property has limited solar access, check with the Building Department to see if the project qualifies for a waiver.

TITLE 24 COMPLIANCE

An ADU must meet energy efficiency standards, known as Title 24. An application to construct an ADU must provide the necessary information to demonstrate the unit complies with these standards through the submittal of a CF1R form. Following the completion of the ADU, the unit must be certified by a Home Energy Rating System (HERS) rater. The HERS rater will perform the required testing and calculations to certify the ADU meet the standards of Title 24. A copy of the certification (CF4R) must be provided in order for the unit to receive final inspection and approved for occupancy. Contractors should be able to assist with obtaining the HERS rating paperwork.



ELECTRICITY

New electrical service for the ADU is not necessary. Generally, the installation of a 100 amp sub-panel from the service panel of the primary residence is sufficient. The project's electrician must perform residential load calculations to confirm the electrical service needs. In most cases, the electrical service line from the primary residence to the ADU will need to be undergrounded. It is advisable to reach out to SMUD during the pre-planning stage of the project. Contact SMUD at 1-888-742-7683.

SEWER/WATER

ADUs must connect to the public sewer system and be connected to water service. Dedicated service is not required and in most cases the ADU can tie into existing sewer/water services.

To learn more about connecting to existing sewer services, contact Sacramento Area Sewer District Developer Resources - Sacramento Area Sewer District.

Water service for the ADU is typically provided by tying into the existing water service downstream of the service meter for the primary residence. If the ADU requires fire sprinklers, demand calculations are needed to ensure the existing meter (usually a one-inch service/meter) is sufficient. If the existing service is not sufficient, the service and meter would need to be upsized. A one-inch meter provides up to 50 gallons per minute (GPM) of flow.

For additional information on water services, contact the water purveyor who provides service to the property. To learn which water purveyor services a property, look it up here Purveyor Lookup.

PERMIT FEES

Construction projects involve a variety of fees including plan review, site plan review, impact fees and permit fees. Fees are calculated using a formula that considers a variety of factors including the use of the structure, the contract price, the square footage, and the type of construction. Most construction projects also include a variety of "impact fees" for things like roads, drainage, parks, schools, etc. To encourage the development of ADUs, state law has limited the collection of impact of fees and has even eliminated the fees when an ADU is less than 750 square feet in size. When the permit application is submitted, the plan review fee is collected. After the plans have been reviewed and approved, the remaining fees will be collected.

For budgeting purposes, permit fee quotes can be obtained from the Building Division at (916) 727-4760.

ADDRESSING

An ADU may have its own address. To request a separate address for the ADU, email a copy of the approved site plan to planning@citrusheights.net.

PROPERTY TAXES

Property values may increase with the construction of the ADU. The Assessor's office receives notification when construction activity occurs and this may trigger a new assessment. If that occurs, property owners will receive a notice in the mail known as a 'Notice of Supplemental Assessment.' Information on supplemental assessments, including a search tool for estimating supplemental taxes, can be found on Sacramento County Assessor's Office web page.

BUDGET & FINANCE

In terms of financing, constructing an ADU can be like building a new home and finding the right way to finance the project requires special attention. Options for financing an ADU include savings, second mortgage, home equity loan or line of credit (HELOC), home renovation loan, and financial assistance from family members that may live in the new ADU.

There are several considerations when calculating the cost of the ADU. Construction costs, debt service, rental income and ultimately the "breakeven" point are all important financial considerations. From start to finish, building an ADU can cost anywhere from as little as $35,000 to over $250,000 depending on the type and size of the ADU. This amount includes not only the "hard costs" for constructing the ADU, but also "soft costs" such as planning, design and permit fees.

If you are planning to rent your ADU, the cost of an ADU may be recouped from rental payments over several years. You can use rent revenue to help determine what the payback period is, and what the long-term return on your investment might be. In some cases, the cost of an ADU can be recouped from rental payments over several years. So figuring in advance how to finance the project is critical.

1.5 CONSIDERATIONS

When planning for an ADU finding the right location on the property is important. Generally, the ADU should be smaller than the primary residence and located to the side or rear of the property behind the home. Below are other factors to consider when choosing the right location.

ACCESS

Access to the ADU should be considered. If the ADU is more than 150 feet from an approved roadway, an approved fire road may be required.

EASEMENTS

An ADU may not be constructed within any easements. Most easements can be found listed within a property's title report that was issued to the property owner when the property was purchased.

PRIVACY BY DESIGN

Privacy (for both the tenant and the neighbors) should be considered with thoughtful placement of the ADUs including where the unit's doors and windows will be located.

ENVIRONMENTAL SETTING

Your property's surroundings and natural environment should be considered when placing an ADU on the property. If your property is near a creek and/or waterway it is subject to certain development standards. Structures of any kind, including ADUs, are not allowed within any area designed as 100-year flood zone. For more information on development in an environmentally sensitive area, including property within the 100-year flood zone area, please contact the Planning Division at (916) 727-4740.

Trees are another important consideration when planning to place an ADU on a property. Building the ADU under the dripline of a protected tree can result in additional permits and fees. Additionally, if you are planning on solar, existing and future tree canopy should be considered.

1.6 JUNIOR ADUs

JUNIOR ACCESSORY DWELLING UNITS (JADUs)

While there are many benefits to building an ADU, cost and financing options may be a limiting factor. An alternative you may consider is a Junior Accessory Dwelling Unit, referred to as a JADU. JADUs are smaller units (maximum of 500 square feet) and can provide many of the same benefits as a traditional ADU.

JADUs are small living units converted from space within the existing "envelope" of the primary residence, i.e. conversion of bedroom or an attached garage. JADUs are limited to a maximum size of 500 square feet and must provide an efficiency kitchen (food prep counter/storage, sink w/drain, cooking facilities). JADUs can either have their own bathroom or share a bathroom with the primary residence. JADUs, like traditional ADUs, must also have a separate entrance from the outside.

Every residential property is allowed one JADU in addition to one traditional ADU. Unlike a traditional ADU, the property owner must reside in either the primary home or the JADU and must record a deed restriction as described in Government Code 65852.22.

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Citrus Heights

PERMIT-READY
ACCESSORY DWELLING UNITS

PART 2

PRADU
Permit-Ready Accessory Dwelling Units
Citrus Heights

2.1 INTRODUCTION TO PERMIT READY ADUs

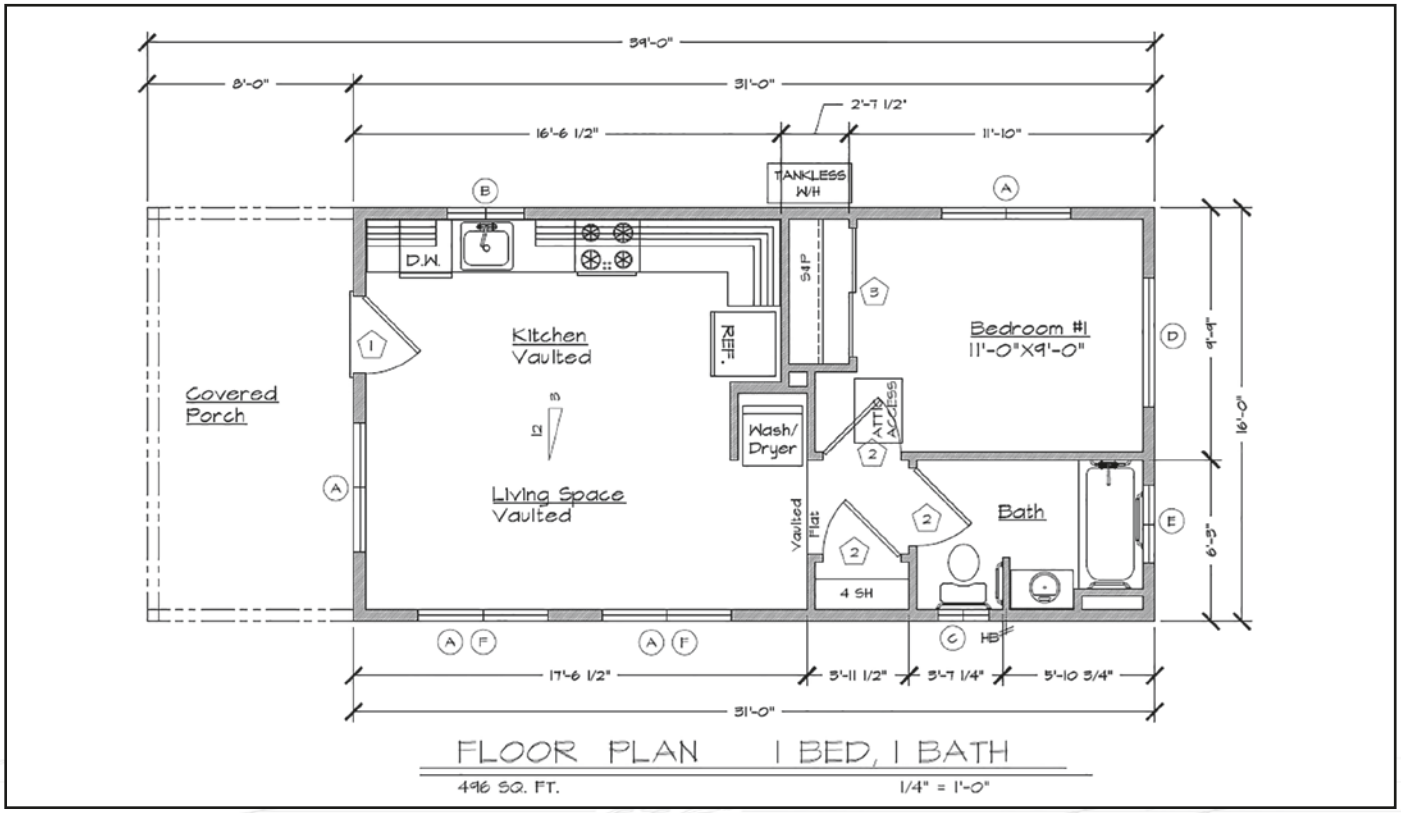
The City of Citrus Heights has developed a program to encourage the construction of ADUs by offering a selection of permit-ready ADU building plans. These permit-ready plans are complete sets of construction drawings to the latest codes. These drawing packages are pre-approved by the Building Department and are available "off-the-shelf" at no cost. The selection of permit-ready plans range in size from 496 square feet to 749 square feet, come in 1 and 2 bedroom floor plans and offer choices in rooflines and exterior finishes. This program aims to assist in the construction of ADUs to address the citywide housing shortage by providing complete construction drawings, expediting the process, and reducing preconstruction costs.

The permit-ready plans were designed with simplicity and cost in mind. The plans have simple floor plan layouts, simple roof designs, and utilize conventional construction techniques to reduce the cost and length of construction.

The following pages provide the sample floor plans for the permit-ready program. Each plan is available in a variety of exterior finishes and is also available in a reverse layout. For more information on the permit-ready program, visit www.citrusheights.net/ADUcentral

1-BEDROOM OPTION

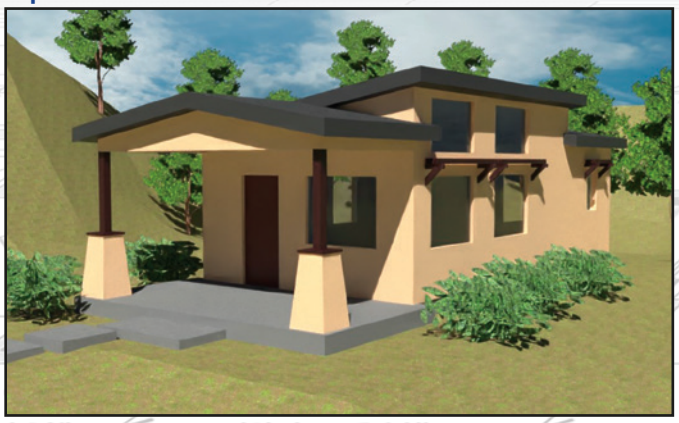
1-BEDROOM | 1-BATH | 496 SF



Choice of rooflines, exterior finishes and porch elements make this 496 sf unit a favorite.

Magnolia

Tupelo



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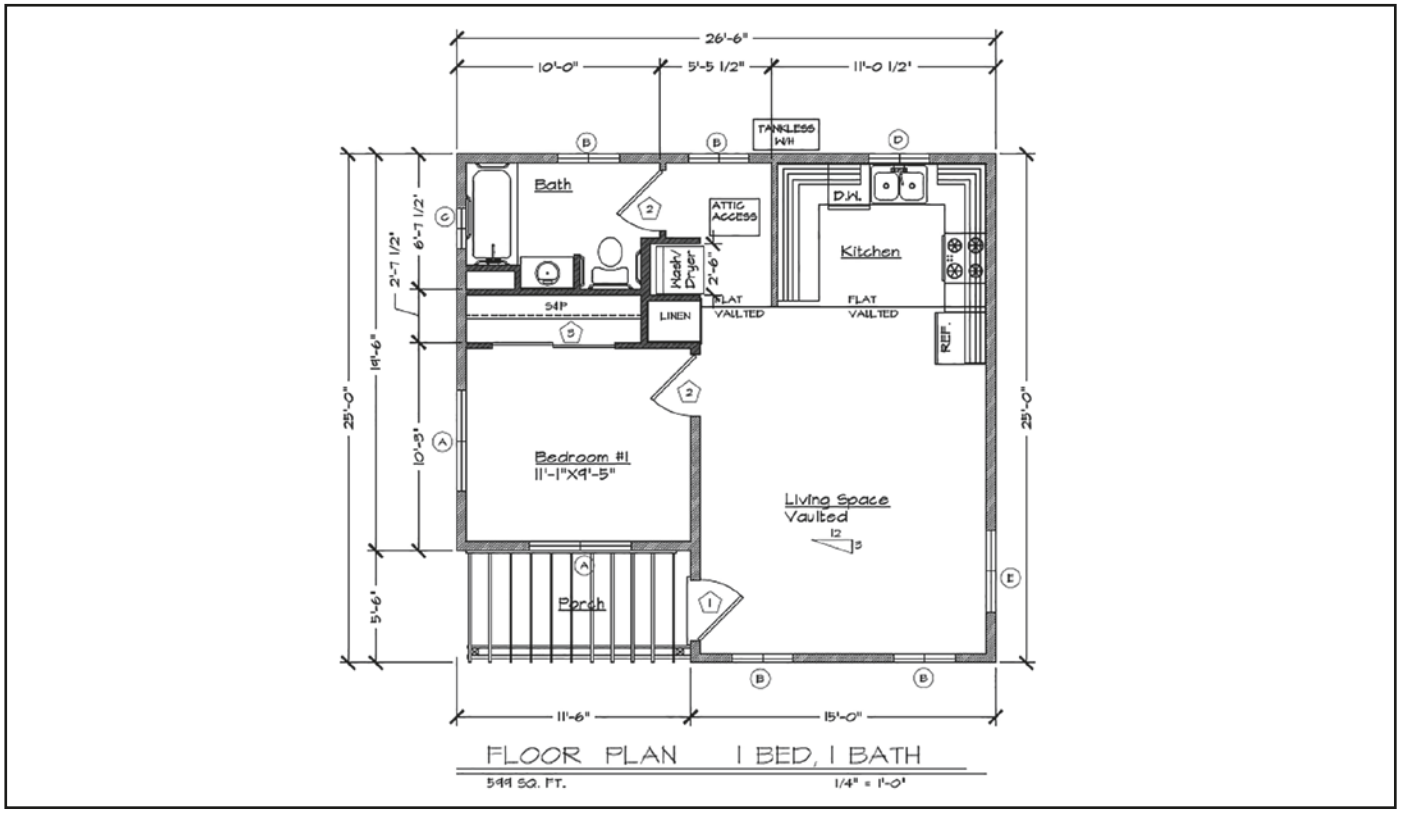
1-BEDROOM OPTION

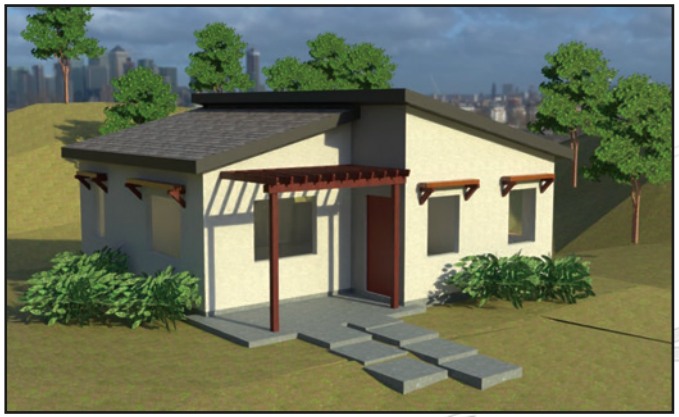
1-BEDROOM | 1-BATH | 599 SF



These two 599 sf units have the same floor plan but you can see how the varied rooflines provide a distinct difference of appearance.

Elm

Cedar



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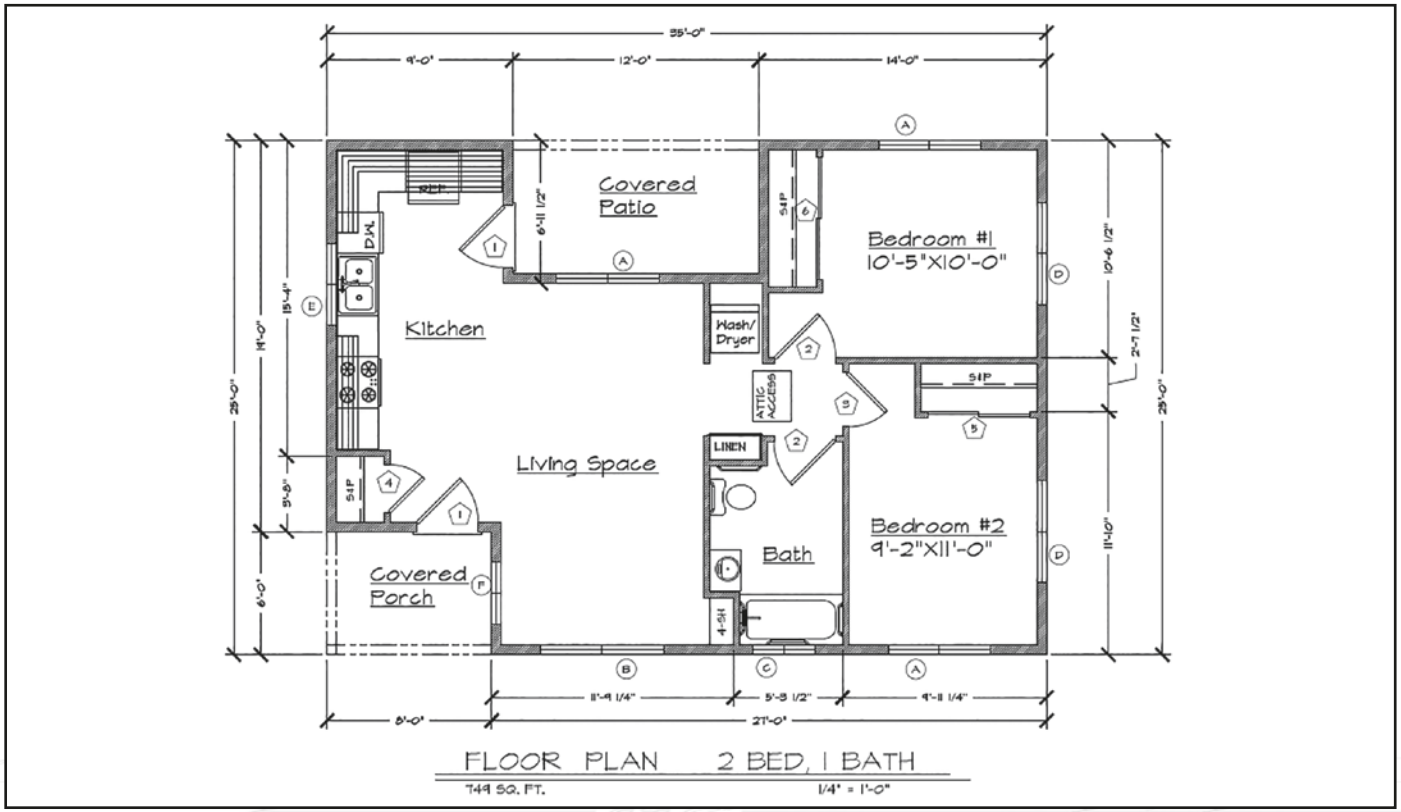
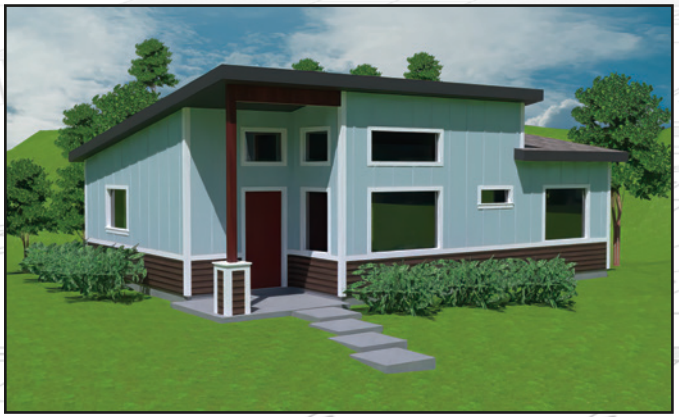
2-BEDROOM OPTION

2-BEDROOM | 1-BATH | 749 SF

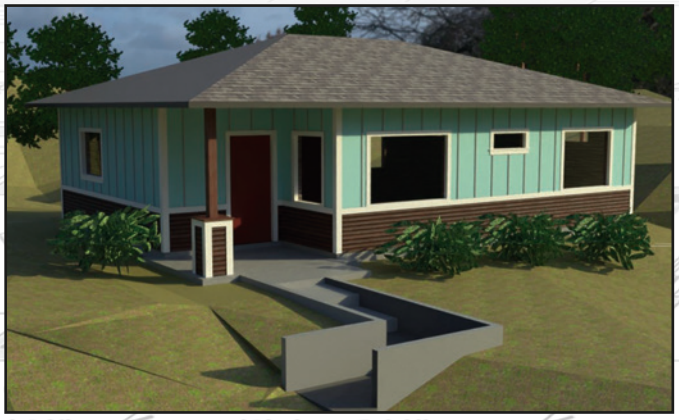


This unit being the largest at 749 sf provides 2 bedrooms. These units provide the same floor plan but the shed roof with the clerestory windows provide a unique look while providing more light for the open feel.

Walnut



Oak



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APPENDICES & RESOURCES

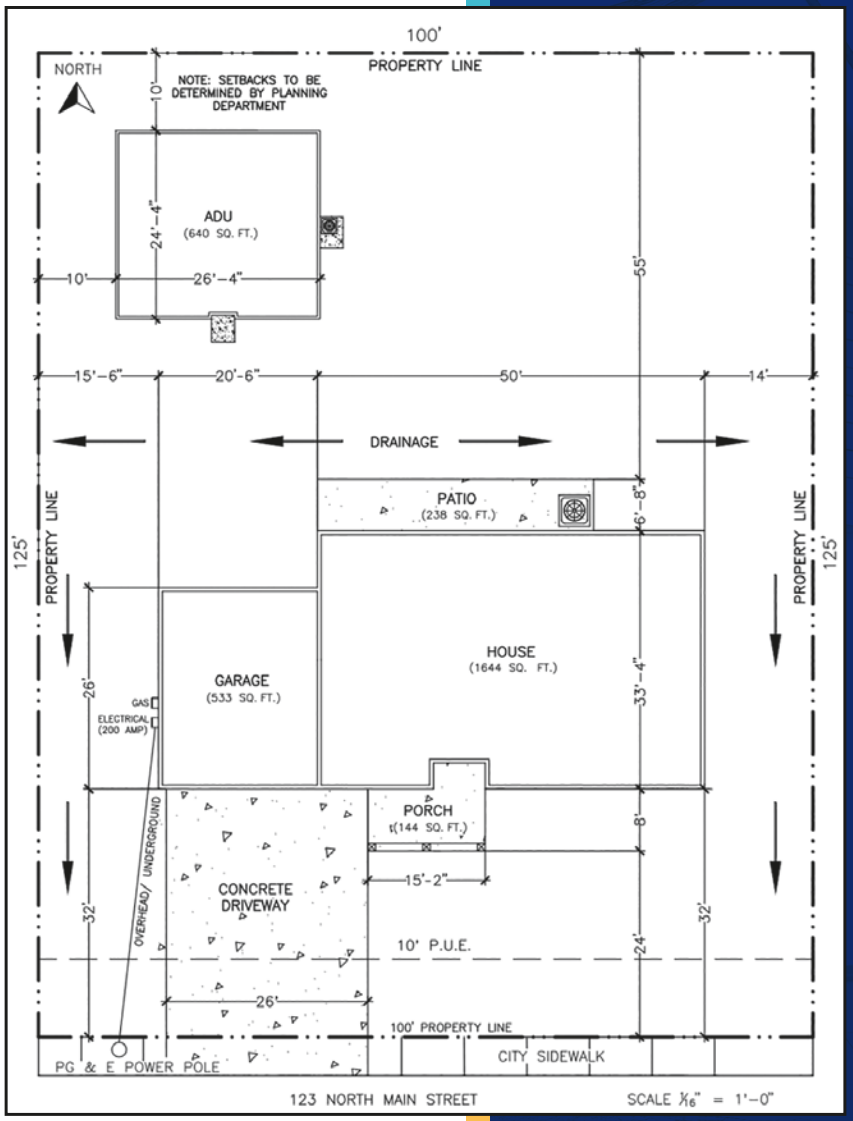
PART 3

SITE PLAN

An important first step whether using the permit-ready program or your own design, is preparing an accurate site plan. The site plan, also commonly referred to as a "plot plan", ensures the location of the unit meets all the zoning standards and is located outside any easements or environmentally sensitive areas. Below is a list of items which should be shown on the site plan. For more detailed information on preparing a site plan, refer to the webpage How to Prepare a Site Plan.

THE SITE PLAN SHALL INCLUDE THE FOLLOWING:

- Must be drawn to scale
- Show property lines, sidewalks, driveways
- Location of the main residence
- Location of the ADU
- Distance from structures to property lines
- Distance between structures on site
- Approximate location of existing and new utilities
- Location of electrical service
- Location of all easements including drainage, access, utility
- Identify the species and dripline of any trees located on the property or dripline of any trees on an adjacent parcel which overhang onto the property



Sample Site Plan

CONTACTS & RESOURCES

CONTACTS

City of Citrus Heights

Building: (916) 727-4760
building@citrusheights.net

Engineering: (916) 727-4770
gsd-development@citrusheights.net

Planning: (916) 727-4740
planning@citrusheights.net

Sacramento Metropolitan Fire District

Community Resources: (916) 859-4330

Sacramento Area Sewer District

(916) 876-6100

RESOURCES

California Energy Commission

www.energy.ca.gov

Citrus Heights Accessory Dwelling Unit Information

www.citrusheights.net/ADUcentral

Contractors State License Board

www.cslb.ca.gov

Sacramento County Assessor

www.assessor.saccounty.net

Sacramento Area Sewer District

www.sacsewer.com

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