



**ACCESSORY DWELLING UNIT (ADU)
PLAN REQUIREMENTS
Engineering Department Submittal**

**THIS CHECKLIST PROVIDES THE ENGINEERING-RELATED INFORMATION AND REQUIREMENTS FOR ADU PLANS.
YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE
REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.**

I. APPLICABILITY

ENGINEERING REVIEW IS REQUIRED:

- 1) Constructing an ADU that is to be attached to a primary dwelling unit
- 2) Constructing an ADU that is completely detached from a primary dwelling unit

ENGINEERING REVIEW IS NOT REQUIRED:

- 1) Locating an ADU within an existing primary dwelling unit or existing accessory structure, or
- 2) Converting an existing garage to an ADU

II. SUBMITTAL REQUIREMENTS

- 1) One (1) Comprehensive Plan Set (see Plan Set Content Requirements below)
 - o All Engineering drawings should be coordinated with architectural drawings
 - o Use [City of San Diego Standard Drawings](#) where possible
 - o All Plan sets should also have standard ADU Notes (see ADU Plan Notes below)
- 2) One (1) Preliminary Title Report dated within 6 months of submittal
- 3) One (1) Checklist for Determination of Project Category (separate checklist)
- 4) One (1) Standard Project Stormwater Management Plan
- 5) Existing Sewer Determination (see Existing Sewer Determination below)
- 6) Engineering ADU Fees (to be collected at time of submittal)

III. PLAN SET CONTENT REQUIREMENTS

- 1) Contact information for the Applicant, Property Owner, Contractor, and Plan Preparer (i.e. Business and/or contact name, mailing address, office and/or mobile number, and email)
- 2) Minimum 24" x 36" sheet, drawn at scale of 1" = 10' that includes a north arrow with the scale
- 3) Site address, Assessor's Parcel Number and complete Legal Description for subject property
- 4) List all easements of record affecting the subject property and include the easement owner, purpose, recorded date and instrument or map number
- 5) Vicinity map, showing site relationship to adjacent roads together with a north arrow (facing up), and a scale (or "N.T.S." stated)
- 6) Legend showing items depicted on the Site Plan with symbols (i.e. line types, hatches, abbreviations, etc.)
- 7) Provide at least one typical section of the ADU
- 8) Provide basic Erosion Control Plan within the site plan (as described in this checklist)

- 9) Show, label, and dimension all existing and/or proposed fences, gates, walls, and improvements that could be impacted by or impact ADU construction
- 10) Show, label, and dimension all existing and/or proposed driveways, and/or turnarounds
 - a. All proposed driveway approaches shall be per current City standards and be perpendicular to the street (if possible).
 - b. All proposed driveway shall be per the Del Mar Municipal Code.
 - c. Any proposed decorative pavers shall be outside the public right-of-way.
*Note that a separate Encroachment Permit will be required for all work within the public right-of-way.
- 11) Delineate dimensioned property lines for the project site, together with the location of adjacent street rights-of-way, identified by name, and any on-site easements. Show all property line setbacks.
- 12) Delineate the building footprint of all existing and proposed structures on site.
- 13) Delineate and provide a summary of any existing structure(s) to be demolished on site.
- 14) Delineate location and identify species and size of all existing trees with trunk diameters of 4 inches or more at ground level, within the vicinity of the proposed Accessory Dwelling Unit. If the trees are Torrey Pines or Monterey Cypress, the drip line area shall be delineated.
- 15) Indicate on plans if the property is located within a Special Flood Hazard Area, per FEMA Map and confirm that the ADU design complies with Section 30.91.030(D3) for exemption from a (FDP) [Floodplain Development Permit](#).
- 16) Indicate existing and proposed site drainage system, consisting of pipes, catch basins, etc.
- 17) Details of any new sewer line and connection (if applicable, specify elevations, pipe material, clean-outs, trenching methods, trench backfill materials, and connection detail on the plan).

IV. EXISTING SEWER DETERMINATION

The existing sewer lateral shall be videoed and certified clear of obstructions or damage by a licensed plumber. A video documentation and report shall be provided to the Del Mar Director of Public Works certifying the soundness and viability of the existing sewer lateral, prior to connection of the proposed sewer lateral to the existing residential lateral. Should the lateral be damaged and beyond repair, a new lateral shall be installed to service the existing residence and the Accessory Dwelling Unit.

V. ADU PLAN NOTES

I. General Notes - Add the following notes to all ADU Site Plans:

- 1) Only site work and the construction of drainage facilities are to be constructed by this plan, in coordination with the building permit required for the construction of all structures.
- 2) An encroachment permit shall be obtained from the City of Del Mar prior to performing any work within public right-of-way.
- 3) The contractor is required to take precautionary measures to locate and protect utility lines. The contractor shall be required to notify underground service alert for utility mark-out prior to excavating.
- 4) All operations conducted on premises, including the warming up, repair, arrival, departure or running of trucks, and equipment shall be limited to the period between 7:00 a.m. and 6:00 p.m. each day, Monday through Friday. No operation of equipment shall be conducted on the premises on Sundays or City-observed holidays.

- 5) If any archaeological resources are discovered on the site during construction, then all construction shall cease immediately, and the permittee must notify the City of Del Mar Planning Department of the discovery. Construction shall not resume until the permittee has received written authorization from the City of Del Mar.
- 6) The contractor agrees to assume complete and sole responsibility for provision and maintenance of all traffic and pedestrian safety. Traffic and pedestrian control shall conform to all city requirements, and the California Department of Transportation "Manual Work of Traffic Controls for Construction and Maintenance Zones" latest editions.
- 7) The permittee is responsible for the prevention of damage to adjacent public or private property or improvements. No excavation, or demolition, shall be performed so close as to endanger adjacent property. The permittee shall assume full responsibility for repair or correction of any damage caused by excavation or demolition activities.
- 8) Permittee shall be responsible for complete and adequate control of surface water run-off and erosion control. All drainage improvements and erosion control facilities shall be constructed as may be required by the City of Del Mar prior to approval of rough grading. Between October 1st and April 30th the applicants shall be required to have on site, a City approved Erosion Control Plan, unless waived by the City Engineer.
- 9) Revisions to the Site Plan shall not be made without approval of the Planning Department and the City Engineer.
- 10) Contractor is responsible for final cleanup of work area.
- 11) The limit of work shall be delineated in the field prior to the start of site clearing or construction.
- 12) A final site inspection is required by the City Engineering Department prior to acceptance of the work.

II. ADU Demolition Notes – *Add the following notes to the Site Plan if building demolition is proposed as part of the ADU development:*

- 1) Demolition contractor is to arrange for shut off of existing utilities to structure. Contractor shall arrange all temporary power.
- 2) Noise and dust shall not to be disruptive to the adjacent building and properties. No leaf blowers shall be used for sweeping.
- 3) Demolition is to be done in a careful and orderly manner so as not to damage other items to remain.
- 4) Contractor is responsible for demolishing and removing all materials from premises in order to accomplish the scope of the new work. All removed material shall be disposed of at a legal dumping site.
- 5) If existing structure(s) are to be demolished, a summary of those structures uses, and areas should be provided on the Site Plan.

III. ADU Erosion Control & Stormwater Notes – *ADU Erosion Control (Applies to Projects Disturbing Less Than 2,000 Square Feet)*

The Site Plan shall clearly delineate and label limit of disturbance line measuring an area of disturbance less than 2,000 square feet. The line must be depicted clearly on the plan. The Preparer of the Site Plan shall indicate what type of erosion control devices will be utilized within the limit of disturbance. A list of erosion control devices which can be utilized can be obtained from the California Stormwater Quality Association at the following website www.casqa.org/resources/bmp-handbooks

Add the following notes to the Site Plan for Erosion Control:

CONCRETE WASHOUT

SW1 Contractor shall establish and use an adequately sized concrete washout area to contain washout wastes on site. It is illegal to wash concrete, slurry, mortar, stucco, plaster and the like into the stormwater conveyance system or any receiving water. Contractor shall post a sign designating the washout location.

CONSTRUCTION SITE ACCESS

SW2 A stabilized construction site access shall be provided for vehicles egress and ingress to prevent tracking dirt off site. This shall include using material such as gravel and/or corrugated steel panels/plates.

CONSTRUCTION VEHICLES

SW3 A specific area away from gutters and storm drain shall be designated for construction vehicles parking, vehicle refueling, and routine equipment maintenance. All major repairs shall be made off-site.

EROSION CONTROL

SW4 Erosion control must be provided for all erosive surfaces. Sloped surfaces especially shall be protected against erosion by installing erosion resistant surfaces such as erosion control mats, adequate ground cover vegetation, and bonded fiber matrix.

SW5 No excavation and grading activities are allowed during wet weather.

SW6 Diversion dikes shall be constructed to channel runoff around the construction site. Contractor shall protect channels against erosion using permanent and temporary erosion control measures.

SW7 Remove existing vegetation only when necessary. Large projects shall be conducted in phases to avoid unnecessary removal of the natural ground cover. Do not remove trees or shrubs unnecessarily; they help decrease erosion.

SW8 Plant permanent vegetation as soon as possible, once excavation and grading activities are complete.

SW9 Water usage for dust control shall be minimized.

ON-SITE CONSTRUCTION MATERIAL STORAGE

SW10 Stored materials shall be contained in a secure place to prevent seepage and spillage. Contractor shall store these products where they will stay dry out of the rain. Contractor shall provide secondary containment for all fuel stored on-site.

SW11 Eliminate or reduce pollution of stormwater from stockpiles kept on-site. Stockpiles may include soil, asphalt concrete, aggregate base, etc. Stockpiles shall be located away from concentrated stormwater flows and storm drain inlets. Stockpiles shall always be covered or protected with soil stabilization measures and provided with a temporary sediment barrier around the perimeter.

TRAINING

SW12 Contractors' employees who perform construction in the City of Del Mar shall be trained to be familiar with the City of Del Mar Stormwater Pollution Control Requirements. These storm water and erosion control notes shall be available to everyone working on site. The property owner(s) and the prime contractor must inform subcontractors about stormwater requirements and their own responsibilities.

SW13 Contractor shall be responsible for properly disposing of all waste and unused construction materials. Dumping of unused or waste products on the ground, where water can carry them into the conveyance system is strictly prohibited.

SW14 No seepage from dumpsters shall be discharged into stormwater. Berms/dikes shall be placed around dumpsters to divert the natural storm runoff. Dumpsters shall be checked frequently for leaks.

- Dumpster lids shall remain closed at all times. Dumpsters without lids shall be placed within structures with impervious roofing or covered with tarps in order to avoid rain contact with any trash material.
- SW15 Many construction materials, including solvents, water-based paints, vehicle fluids, broken asphalt and concrete, wood, and cleared vegetation can be recycled. Non-recyclable materials must be taken to an appropriate landfill or disposed of as hazardous waste. For information on disposal of hazardous material, call the hazardous waste hotline toll free at (800) 714-1195.
- SW16 Pollutants shall be kept off exposed surfaces. Place trash cans and recycling receptacles around the site.
- SW17 Portable toilets must be in good working order and checked frequently for leaks. Contractor shall provide secondary containment and locate portable toilets away from storm drain inlets on pervious surfaces.
- SW18 All construction debris shall be kept away from the street, gutter, and storm drain. Contractor must routinely check and clean up material that may have traveled away from construction site.
- SW19 All sediment and erosion control devices shall be put into place prior to beginning any construction or demolition.

VI. SPECIAL PROVISIONS

I. Discharge or Runoff

- 1) ADUs shall not discharge stormwater received during and after development at a rate or volume greater than that discharged prior to development in order that downstream properties shall not be unreasonably burdened with surface waters as a result of the development.
- 2) Should the proposed ADU be located in an area which is already impervious, then no runoff mitigation shall be required. In order to be exempt from any mitigation requirements the net increase in impervious surface area should be zero, this includes the ADU and any associated walkways and patios, which are proposed. An example would be the removal of an existing concrete patio to facilitate the placement of the proposed ADU.
- 3) As a result, the owner, or owner's agent, shall contract with a design professional to adequately design a drainage system, i.e. a drywell, bio-retention and/or bio-infiltration system, for the proposed ADU for review and approval by the City's Engineer.
- 4) Under no circumstances shall the disturbed area exceed 5,000 square feet.

II. Special Site Conditions

If the project design includes any of the following, additional permits/technical reports (i.e. Land Conservation Permit, drainage plan, grading plan) may be required and must be processed prior to approval of the ADU application:

- a. Project would alter existing or natural grade more than 18 inches, unless the grade alteration is temporary and would be replaced with the ADU structure and adjacent grade restored to within 18 inches of original grade elevation; **AND** would require grading more than 25 cubic yards of combined grading cut and/or fill; or
- b. Project would be located on any portion of an existing or manufactured slope that is 4 to 1 or greater.