



# ADU Standard Plan Garage Conversion INSTRUCTIONAL GUIDE

## ACCESSORY DWELLING UNIT (ADU) – STANDARD PLAN GARAGE CONVERSION INSTRUCTIONAL GUIDANCE DOCUMENT

**NOTE: Standard Plan may only be used for single-story garage with no habitable space above.**

### NEWPORT BEACH STANDARD PLAN FOR 1-CAR ACCESSORY DWELLING UNIT CONVERSION

CITY OF NEWPORT BEACH, CA

ADU	Accessory Dwelling Unit
ADU	Accessory Dwelling Unit
ADU	Accessory Dwelling Unit

1.	APPLICABLE CODES AND STANDARDS
2.	SEE CALIFORNIA BUILDING CODE AND ITS APPENDICES AND STANDARDS

OWNER:	
ADDRESS:	
PHONE:	
FAX:	

AGENCY	
CONTACT NAME	
PHONE	
FAX	

SETBACK	
FLOOR	
HEIGHT	
AREA	

0-01	TITLE SHEET - 1 CAR GARAGE CONVERSION
0-02	GENERAL NOTES
0-03	PERMITS AND CONSTRUCTION MINIMUM REQUIREMENTS
0-04	PERMITS AND CONSTRUCTION MINIMUM REQUIREMENTS
0-05	PERMITS AND CONSTRUCTION MINIMUM REQUIREMENTS
0-06	PERMITS AND CONSTRUCTION MINIMUM REQUIREMENTS

TITLE SHEET INDEX	START DETAILS
GENERAL NOTES	START DETAILS
PERMITS AND CONSTRUCTION MINIMUM REQUIREMENTS	START DETAILS

EXTERIOR WALL MATERIAL	START DETAILS
WINDOW MATERIAL	START DETAILS
WASTE WATER	START DETAILS
ON-SITE PARKING REQUIRED	START DETAILS
VERY HIGH FIRE SEVERITY ZONE	START DETAILS
FIRE SPRINKLERS	START DETAILS

This plan was only to be used within the City of Newport Beach jurisdiction. It is not intended to be used for any other jurisdiction. It is not intended to be used for any other jurisdiction. It is not intended to be used for any other jurisdiction.

CITY OF NEWPORT BEACH  
ADU STANDARD PLAN  
NEWPORT BEACH, CA  
TITLE SHEET - 1 CAR GARAGE  
CONVERSION

G-004

## GUIDANCE FOR SHEET G-004

### ITEM 1: PROJECT ADDRESS

Write the project address on the space provided

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STREET ADDRESS (TO BE PROVIDED BY OWNER)

### ITEM 2: PROJECT DIRECTORY (Contacts)

Enter the property owner's information.

**OWNER:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_



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## ITEM 3: ADU BUILDING INFORMATION

For assistance on completing this section, please contact a Planner and/or Building staff.

Provide information in the section below. A Planner can help you fill in any blanks you are unsure of.

## ITEM 4: SITE INFORMATION

Provide site information in the section. A Planner can help you fill in any blanks you are unsure of.

## ITEM 5: ZONING INFORMATION

To complete this section, get assistance from a Planner. You may also obtain some information on the Newport Beach GIS site, linked below.

[Newport Beach GIS Website](#) [Click Here](#)

## ITEM 6: PROJECT CHECK LIST

Complete this section based on your preferences.

### CITY OF NEWPORT BEACH TO PROVIDE THE FOLLOWING INFORMATION:

OCCUPANCY GROUP: \_\_\_\_\_  
CONSTRUCTION TYPE: \_\_\_\_\_

### OWNER/APPLICANT TO PROVIDE THE FOLLOWING INFORMATION:

EXISTING AREA OF RESIDENCE: \_\_\_\_\_  
EXISTING AREA OF GARAGE: \_\_\_\_\_  
PROPOSED NEW ADU GROSS AREA: \_\_\_\_\_

### OWNER TO PROVIDE THE FOLLOWING INFORMATION:

LEGAL DESCRIPTION: \_\_\_\_\_  
APN #: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

### CITY OF NEWPORT BEACH TO PROVIDE THE FOLLOWING INFORMATION:

ZONING: \_\_\_\_\_

#### **LOT COVERAGE**

INCLUDING ALL AREAS UNDER SOLID ROOF, INCLUDING EAVES.

EXISTING LOT COVERAGE: \_\_\_\_\_  
ALLOWABLE LOT COVERAGE: \_\_\_\_\_  
PROPOSED LOT COVERAGE: \_\_\_\_\_

#### **SETBACKS:**

FRONT: \_\_\_\_\_  
REAR: \_\_\_\_\_  
SIDE: \_\_\_\_\_

#### **PARKING REQ**

EXISTING COVERED SPACES: \_\_\_\_\_  
EXISTING UNCOVERED SPACES: \_\_\_\_\_  
PROPOSED TOTAL SPACES: \_\_\_\_\_  
COVERED: \_\_\_\_\_  
UNCOVERED: \_\_\_\_\_

### **EXTERIOR WALL MATERIAL**

NEW INFILL EXTERIOR FINISH SHALL MATCH EXISTING PRINCIPAL DWELLING

### **WINDOW MATERIAL**

- VINYL
- FIBERGLASS
- WOOD
- ALUMINUM CLAD WOOD



# ADU Standard Plan Garage Conversion INSTRUCTIONAL GUIDE

## ITEM 6: PROJECT CHECK LIST

Next, select your waste water service and whether parking is required for your ADU. Please note that this is not whether parking will be provided for your ADU, but whether parking is required for your ADU. For questions regarding parking requirements, contact a Planner.

### WASTE WATER

SEWER

### ONSITE PARKING REQUIRED

NONE

#### EXCEPTION USED:

THE ADU IS LOCATED WITHIN 1/2 MILE OF PUBLIC TRANSIT.

THE ADU IS LOCATED WITHIN A ARCHITECTURALLY AND HISTORICALLY SIGNIFICANT STRUCTURE.

OFF STREET PARKING PERMITS ARE REQUIRED BUT NOT OFFERED TO THE OCCUPANT OF THE ADU.

WHEN THERE IS A CAR SHARE VEHICLE LOCATED WITHIN ONE BLOCK OF THE ADU.

ONE PARKING SPACE

## ITEM 7: SITE HAZARDS

Check the appropriate box for Fire Severity Zone below, based on location. For questions, consult with Building staff. You may also obtain some information on the Newport Beach GIS site, linked below.

[Newport Beach GIS Website](#) [Click Here](#)

### VERY HIGH FIRE SEVERITY ZONE

NO

YES

## ITEM 8: FIRE SPRINKLERS

Check the appropriate boxes regarding the fire sprinklers at the primary residence and the proposed ADU. For questions, consult with Building staff.

### FIRE SPRINKLERS

DOES THE PRIMARY RESIDENCE HAVE NFPA 13D SPRINKLERS?

NO

YES

REQUIRED AT PROPOSED ADU:

NO (NOT REQUIRED IF THE PRIMARY RESIDENCE IS UNSPRINKLERED)

YES (REQUIRED IF THE PRIMARY RESIDENCE IS SPRINKLERED)

## ITEM 9: HAZARDOUS AREAS

Check the appropriate box(es) for hazardous areas, based on location. For questions, consult with Building staff. You may also obtain some information on the Newport Beach GIS site, linked below.

[Newport Beach GIS Website](#) [Click Here](#)

### DESIGNATED HAZARDOUS AREAS

THE PRIMARY RESIDENCE LOCATED WITHIN A DESIGNATED HAZARD ZONES. CHECK ALL THAT APPLY.

SPECIAL FLOOD HAZARD ZONE

LIQUIFICATION ZONE

LANDSLIDE HAZARD ZONE

### ITEM 10: General Release and Agreement to Hold Harmless Clause

Print name, sign, and date the General Release and Agreement to Hold Harmless Clause.

### GENERAL RELEASE AND AGREEMENT TO HOLD HARMLESS CLAUSE

BY USING OR IN ANY WAY RELYING UPON THESE PERMIT READY ACCESSORY DWELLING UNIT CONSTRUCTION DOCUMENTS, THE USER AGREES TO RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF NEWPORT BEACH, ITS ELECTED OFFICIALS, BOARDS AND COMMISSIONS, OFFICERS, AGENTS, VOLUNTEERS AND EMPLOYEES, RRM DESIGN GROUP, AND THE ARCHITECT OR ENGINEER WHO PREPARED THESE CONSTRUCTION DOCUMENTS FROM AND AGAINST ANY AND ALL CLAIMS (INCLUDING, WITHOUT LIMITATION, CLAIMS FOR BODILY INJURY, DEATH, OR DAMAGE TO PROPERTY), DEMANDS, OBLIGATIONS, DAMAGES, ACTIONS, CAUSES OF ACTION, LIABILITIES, SUITS, LOSSES, JUDGMENTS, FINES, PENALTIES, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, DISBURSEMENTS, AND COURT COSTS) OF EVERY KIND AND NATURE WHATSOEVER, WHICH MAY ARISE FROM OR IN ANY WAY RELATE TO THE USE OF THESE CONSTRUCTION DOCUMENTS. THE USE OF THESE PLANS DOES NOT ELIMINATE OR REDUCE THE USER'S RESPONSIBILITY TO VERIFY ANY AND ALL INFORMATION.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

## GUIDANCE FOR SHEET AS-101

### ITEM 1: ARCHITECTURAL SITE PLAN

Draw your site plan. See the Site Plan Checklist on the righthand side of AS-101 for key information to include on the site plan.


SITE PLAN (TO BE PROVIDED BY APPLICANT)

#### SITE PLAN GENERAL NOTES

1. REFER TO GENERAL NOTES SHEET 0-10 FOR ADDITIONAL REQUIREMENTS.
2. CHECK FOR ANY ZONING, PLANNING, OR OTHER REGULATORY REQUIREMENTS THAT MAY APPLY TO THE PROJECT.
3. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NEWPORT BEACH AND ANY OTHER AGENCIES.
4. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NEWPORT BEACH AND ANY OTHER AGENCIES.
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10. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NEWPORT BEACH AND ANY OTHER AGENCIES.

#### SITE PLAN CHECKLIST

- DIMENSION SCALE
- PROPERTY LINES
- SETBACKS
- LOCATION OF EXISTING UTILITIES
- LOCATION OF NEW UTILITIES
- CONCRETE FINISH
- LANDSCAPE AREA



These plans are only to be used within the City of Newport Beach jurisdiction. All other uses are prohibited. The City of Newport Beach is not responsible for any errors or omissions on these plans. The user shall be responsible for obtaining all necessary permits and approvals from the City of Newport Beach and any other agencies. The user shall be responsible for obtaining all necessary permits and approvals from the City of Newport Beach and any other agencies. The user shall be responsible for obtaining all necessary permits and approvals from the City of Newport Beach and any other agencies.

CITY OF NEWPORT BEACH  
ADU STANDARD PLANS  
NEWPORT BEACH, CA  
ARCHITECTURAL SITE PLAN

DATE: \_\_\_\_\_  
SCALE: \_\_\_\_\_  
AS-101