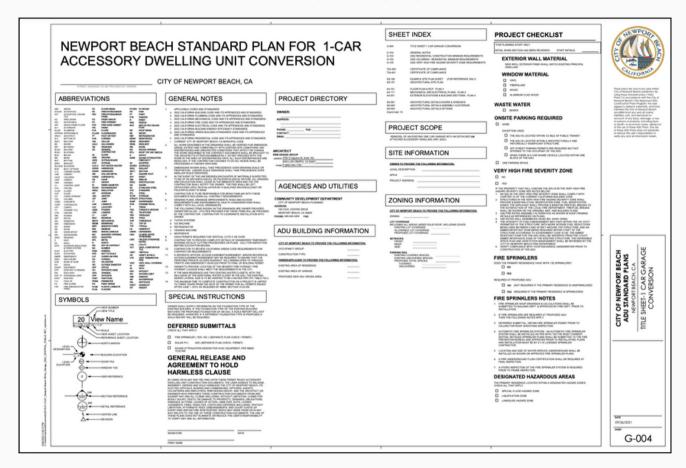
ACCESSORY DWELLING UNIT (ADU) – STANDARD PLAN GARAGE CONVERSION INSTRUCTIONAL GUIDANCE DOCUMENT

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



GUIDANCE FOR SHEET G-004

ITEM 1: PROJECT ADDRESS

Write the project address on the space provided

ITEM 2: PROJECT DIRECTORY (Contacts)

Enter the property owner's information.

OWNER:		
ADDRESS:		
PHONE:	FAX:	
CONTACT:		
EMAIL:		

STREET ADDRESS (TO BE PROVIDED BY OWNER)



ADU Standard Plan Garage Conversion INSTRUCTIONAL GUIDE

OCCUPANCY GROUP:

CONSTRUCTION TYPE:

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.

OWNER/APPLICANT TO PROVIDE THE FOLLOWING INFORMATION:				
EXISTING AREA OF RESIDENCE:				
EXISTING AREA OF GARAGE:				

CITY OF NEWPORT BEACH TO PROVIDE THE FOLLOWING INFORMATION:

OWNER TO PROVIDE THE FOLLOWING INFORMATION:

PROPOSED NEW ADU GROSS AREA:

LEGAL DESCRIPTION: ______

PROJECT ADDRESS:

ITEM 5: ZONNING 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

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:

ITEM 6: PROJECT CHECK LIST

Complete this section based on your preferences.

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.

W	AST	E WATER SEWER	
ON	ISIT	E 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 appropiate 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

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.

VERY HIGH FIRE SEVERITY ZONE

□ NO

☐ YES

FIRE SPRINKLERS

DOES THE PRIMARY RESIDNENCE 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



ADU Standard Plan Garage Conversion INSTRUCTIONAL GUIDE

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.

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.

