

# ACCESSORY DWELLING UNIT (ADU) APPLICATION CHECKLIST

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<b>Purpose</b>	
<p>The following handout provides information on the timeline and application requirements for proposed accessory dwelling unit (ADU) projects. The checklist incorporated into this handout is to be submitted with the listed materials as part of a complete application submittal for ministerial (i.e., building permit) ADU projects as defined by State law.</p>	
<b>General Information</b>	
<p>On January 1, 2026, Senate Bill (SB) 543 went into effect. The bill is intended to streamline ADU project review processes. The bill establishes a two-step process by which an applicant submits an application for an ADU, involving a ministerial completeness review and then an approval/denial period. Please note that ADU projects requiring discretionary review (e.g., use permit) must complete the discretionary review prior to this ministerial review process.</p> <p>When a ministerial ADU application is submitted, the City will review and determine whether the application is complete within 15 business days, meaning days that the City Hall Administration building is open to the public. If deemed incomplete, the City will provide an applicant with a list of incomplete items and a description of how the application can be made complete in the written notice. Each application resubmittal will initiate a new 15 business day completeness review cycle.</p> <p>Following a determination of completeness, the approval/denial review step begins. Beginning on the date that completeness is determined, the application will be either approved or denied within 60 calendar days (inclusive of days that the City Hall Administration building is closed). If denied, the applicant will have the opportunity to resubmit and begin a new 60 calendar day approval/denial review cycle.</p> <p>The following checklist is a comprehensive list of items necessary for ADU project review. When submitting an ADU building permit application, include this checklist and initial each item indicating that an item has been submitted. If an item is not applicable to the project, write "N/A." Planning or Building staff can provide a version with full URLs upon request.</p>	
<b>Required Application Materials</b>	
<p><b>Building Permit Application Form</b></p> <p>The <a href="#">Building Permit Application Form</a> is required by the property owner and project applicant.</p>	<p>Initial: _____</p>
<p><b>Project Plans</b></p> <p>The project plans shall generally document compliance with the requirements of the Zoning Ordinance applicable to the proposed project. Please see the <a href="#">Documents associated with a complete plan submittal</a> webpage for guidance on information that should be included on each plan sheet. In addition to the requirements of the specific zoning district, ADUs are regulated by <a href="#">Chapter 16.79</a> of the Zoning Ordinance.</p>	<p>Initial: _____</p>

<p>The following sheets shall be included in a complete plan set:</p> <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Site Plan</li> <li>• Floor Plans (existing and proposed)</li> <li>• Roof Plans (existing and proposed)</li> <li>• Elevations (existing and proposed)</li> <li>• Proposed Sections</li> <li>• Floor Area and Building Coverage Diagrams (<i>for single-family zoning districts only</i>)</li> <li>• Gross Floor Area, Building Coverage, Driveways/Paving, and Open Space Diagrams (<i>for multi-family zoning districts only</i>)</li> <li>• Boundary and Topographic Survey</li> </ul>	
<p><b>Deed Restriction</b></p> <p>This requirement is only for applicable junior ADUs (JADUs).</p>	<p>Initial: _____</p>
<p><b>Property Assessment Record from San Mateo County Assessor</b></p> <p>When converting an accessory building or accessory structure that would not otherwise meet the location or height requirements for an ADU, applicants are required to provide documentation demonstrating that the existing building or structure was legally permitted. Documentation could include the following:</p> <ul style="list-style-type: none"> <li>• A building permit from the City of Menlo Park;</li> <li>• A property assessment record (also known as “unit appraisal record”). A copy may be obtained from the San Mateo County Assessor’s Office (555 County Center, First Floor, Redwood City, CA 94063). At the front desk, ask for the Appraiser on duty.</li> </ul> <p>Please also visit the <a href="#">San Mateo County Assessor webpage</a> for more information regarding County records, or contact them at (650) 363-4500 or <a href="mailto:assessor@smcacre.gov">assessor@smcacre.gov</a>.</p>	<p>Initial: _____</p>
<p><b>General Plan Set and Building Code Compliance Documents</b></p> <p>Please review the <a href="#">Documents associated with a complete plan submittal</a> webpage and provide the following documents for every ADU building permit application.</p> <p>The plan set must include architectural, mechanical, electrical, plumbing, and structural drawings, and information from other various disciplines demonstrating compliance with the jurisdictional ordinances, standards and regulations governing construction within Menlo Park city limits. For those without a CAD program, please review the <a href="#">editable PDF and Word example plan sets</a>.</p>	<p>Initial: _____</p>
<p><b>Conversion ADU and JADU Requirements (if applicable)</b></p> <p>Provide all <a href="#">Alteration Requirements</a>, in addition to the plan set requirements listed in Building Code compliance documents section above.</p>	<p>Initial: _____</p>

<p><b>New Detached ADU Requirements (if applicable)</b></p> <p>Provide all <a href="#">New Detached ADU Requirements</a> in addition to the plan set requirements listed in Building Code compliance documents section.</p>	<p>Initial: _____</p>
<p><b>Attached ADU Requirements (if applicable)</b></p> <p>Provide all <a href="#">Addition Requirements</a>, in addition to the plan set requirements listed in Building Code compliance documents section above.</p>	<p>Initial: _____</p>
<p><b>File Specifications</b></p> <p>The building permit application must comply with all <a href="#">File Specification and Intake Requirements</a>.</p>	<p>Initial: _____</p>
<p><b>Required Engineering Documents</b></p> <p>Please include the following documents with a complete application:</p> <ul style="list-style-type: none"> <li>• Grading, Drainage, and Improvement Plans (<i>required for ADUs greater than 500 square feet, and consistent with <a href="#">Engineering Grading and Drainage Guidelines</a></i>)</li> <li>• Grading Plan (<i>required for Hillside projects, in Sharon Heights, and specifically required to contain cut and fill, including retaining walls, consistent with <a href="#">Engineering Grading and Drainage Guidelines</a></i>)</li> <li>• Hydrology Calculations in accordance with Hydrology Report Requirements. Please visit the <a href="#">Engineering Grading and Drainage Guidelines</a> webpage for additional information.</li> <li>• <a href="#">Impervious Area Worksheet</a></li> <li>• <a href="#">C.3 and C.6 Development Review Checklist</a></li> <li>• Title Report (<i>required by Engineering in the event of discrepancy with the boundary and topographic survey</i>)</li> <li>• Provide all necessary documentation to satisfy the <a href="#">Floodplain Construction Requirements</a> (<i>required for ADUs located in flood zones</i>)</li> <li>• Provide all necessary documentation to satisfy the <a href="#">Creekside Requirements</a> (<i>required for ADUs located in proximity to creeks within or near the City</i>)</li> <li>• For information regarding on-site and off-site requirements, please visit the <a href="#">Engineering Grading and Drainage Guidelines</a> webpage.</li> </ul>	<p>Initial: _____</p>
<p><b>Easement Agreements (if applicable)</b></p> <p>All projects, including ADUs, single-family additions, and new buildings must comply with any recorded easements on the property. Easements are legal property rights held by others (such as PG&amp;E, the City, or neighboring owners) that limit how part of a parcel may be used. Buildings and structures are not allowed within Utility or Access easements if they would interfere with access, maintenance, or repairs. Projects that conflict with easement restrictions cannot be approved unless the easement is formally vacated, modified, or released.</p>	<p>Initial: _____</p>

<p><b>Arborist Report</b></p> <p>Required for projects located in close proximity to any Heritage Trees or street trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Please see the following website for information on the Heritage Tree Ordinance:</p> <p><a href="#">Menlo Park - Trees</a></p>	<p>Initial: _____</p>
<p><b>Heritage Tree Removal Permit Applications</b></p> <p>For any project requesting to remove heritage trees or street trees, heritage tree removal permit applications must be submitted for each tree.</p> <p>For any project requesting to significantly prune Heritage Trees (removal of more than 25% of a tree's total crown), heritage tree pruning permit applications must be submitted for each tree.</p> <p>Heritage tree removal permits are now filed electronically on our permit center website. You will need to login (or register if you do not have an account) and choose "Create an application" under Public Works:</p> <p><a href="#">Menlo Park Online Permit Center</a></p>	<p>Initial: _____</p>