

## Requirements for All ADUs

City must ministerially approve within 120 days an application to create within a single family residential zone one ADU per single family lot given the following:

- A single-family dwelling must exist on the lot or shall be constructed on the lot in conjunction with the construction of the accessory dwelling unit.
- Only one ADU or JADU may be located on any lot.
- The ADU must have a separate entryway.
- The ADU will have its own street address (to assist in emergency response).
- An ADU conversion must have side and rear setbacks that are sufficient for fire safety.
- No parking is required for an ADU. However, if parking is provided for the ADU, it must have street access from a driveway in common with the primary residence.
- For second story ADUs all windows, doors or decks shall utilize techniques to lessen views onto adjacent properties to preserve the privacy of residents. These techniques may include placement of doors, windows and decks to minimize overview of neighboring dwelling units, use of obscured glazing, window placement above eye level, and screening between the properties.
- Replacement off street parking for a converted garage can be tandem or in setback areas.
- Either the single-family residence or the ADU must be occupied by the owner of the residence (state law), BUT both the primary residence and the ADU may be rented to a single tenant (Palo Alto law). That tenant is prohibited from sub-leasing the primary dwelling or the ADU.
- An ADU may be rented, but NOT for less than 30 days.  
Note that short-term rentals are not legal in Palo Alto.
- An ADU cannot be sold separately from the primary residence.
- Prior to issuance of a building permit for the ADU, the owner must record a deed restriction stating that the ADU/JADU cannot be sold separately from the single-family residence and restricting the ADU to the size limitations and other requirements of the ADU/JADU ordinance.
- No protected tree shall be removed for the purpose of establishing an ADU unless the tree is dead, dangerous or constitutes a nuisance.

## Junior ADU

- 500 square foot maximum.
- If the addition of the ADU exceeds the maximum floor area for the site, an extra 50 sq ft of overall floor area would be allowed.
- Must be located within the existing walls of an existing primary dwelling, and must include conversion of an existing bedroom.
- Cannot be created by converting non-bedroom spaces within the home or adding onto the structure.
- Must have its own separate entrance.
- Must include an efficiency kitchen which includes a sink, cooking appliance, counter surface, and storage cabinets that meet minimum building code standards. No gas or 220V circuits are allowed.
- May share a bath with the primary residence or have its own bath.
- Can be in a basement IF at least part of the basement has already been converted to a bedroom.



## Attached ADU

- The ADU is attached to an existing dwelling or located within the living area of the existing dwelling (such as a basement).
- Consists of group of rooms for living, sleeping and eating, and a full kitchen and a full bathroom.
- The increased floor area of the unit cannot exceed 50% of the existing living area.
- 600 square foot maximum.
- If the addition of the ADU exceeds the maximum floor area for the site, an extra 175 sq ft of overall floor area would be allowed.
- Maximum height (including property in a special flood hazard zone): one story and 17 feet.  
In the RE District ADUs may be two stories and 30 feet.  
In the OS zone ADUs may be two stories and 25 feet.
- A basement space may be used as an ADU, but is not included in the calculation of floor area for the entire site. Must have a separate, external entrance.
- No windows, doors, mechanical equipment, or venting or exhaust systems can be located within six feet of a property line.
- Except for a corner lot, the entryway cannot face the same lot line as the entryway to the main dwelling unless the ADU entryway is located in the rear half of the lot. Exterior staircases to second floor units shall be located toward the interior side or rear yard of the property.
- No setback can be required from an existing garage or accessory structure that is converted to an ADU.
- The City may not require new or separate utility connections between the accessory dwelling unit and utility service, such as water, sewer, and power. If a new, separate connection or increased capacity is required, the owner may request it.



Garage Conversion



## Detached ADU

- The ADU is a separate building on the same lot as an existing single-family home.
- Consists of group of rooms for living, sleeping and eating, and a full kitchen and a full bathroom.
- 900 square foot maximum.
- If the addition of the ADU exceeds the maximum floor area for the site, an extra 175 sq ft of overall floor area would be allowed.
- Maximum height (including property in a special flood hazard zone): one story and 17 feet.
- Six foot minimum rear and side setbacks; 16 feet from a street sideyard.
- No setback can be required from an existing garage that is converted to an ADU.
- No portion of the building may encroach into a daylight plane beginning at a height of eight feet (8') at the property line and increasing at a slope of one foot (1') for every one foot (1') of distance from the property line.



## Converted Sheds



## Converted Garage & Interior



**Pre-fab ADUs**



**736 sq. ft.**



**645 sq. ft.**

