



GARDEN COTTAGE CHECKLIST SUBMITTAL REQUIREMENTS

DEVELOPMENT SERVICES



This hand-out lists items that are required from the applicant as part of the Garden Cottage application submittal process. Please use the following checklist to assist you in preparing your plan.

Item		Additional Details
<input type="checkbox"/>	Select Garden Cottage Size	<input type="checkbox"/> Studio 640 SF <input type="checkbox"/> 1 Bed/1 Bath 840 SF <input type="checkbox"/> 2 Bed/2 Bath 1000 SF
<input type="checkbox"/>	Perform a Site Survey	Not required for all projects, an engineer or architect can help you determine if this is required
<input type="checkbox"/>	Vicinity Map	Attach Separately
Information Required for Submittal		
<input type="checkbox"/>	Plot Plan	Click here to review plot plan requirements Applicants may need to consult with appropriate design professionals to prepare a site plan.
<input type="checkbox"/>	North Arrow	
<input type="checkbox"/>	Scale	
<input type="checkbox"/>	Site Address	
<input type="checkbox"/>	Lot Size	
Planning Division Information		
<input type="checkbox"/>	Zoning	
<input type="checkbox"/>	Property Lines	
<input type="checkbox"/>	Setbacks	
<input type="checkbox"/>	Right of way and curb location	
<input type="checkbox"/>	Easements	
<input type="checkbox"/>	Existing and Proposed Topography	
<input type="checkbox"/>	Average Lot Slope (%)	_____ %
<input type="checkbox"/>	Floor Area of Primary Residence	_____ square feet
<input type="checkbox"/>	Floor Area of Garage and Other Accessory Structures	_____ square feet
<input type="checkbox"/>	Lot Coverage	
<input type="checkbox"/>	Height of Structures, Fences, and Retaining Walls	Provide elevation of unit Show existing and proposed heights

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Engineering Division Information		
<input type="checkbox"/>	Grading (if applicable)	Applicants will need to consult with appropriate design professionals to prepare any necessary grading plans.
<input type="checkbox"/>	Area of New Impervious Surfaces	_____ square feet
<input type="checkbox"/>	Area of Replaced Impervious Surfaces	_____ square feet
<input type="checkbox"/>	Stormwater Intake Form	
<input type="checkbox"/>	Permanent Stormwater BMPs Designed	
<input type="checkbox"/>	Geotechnical Evaluation	
Building Division Information		
<input type="checkbox"/>	Utility Location <input type="checkbox"/> Water Connection _____ feet <input type="checkbox"/> Gas Connection (Isometric) _____ feet <input type="checkbox"/> Electric _____ feet	- Distance from connection to ADU - Calculations for meters/lines - Process work order for new meters
<input type="checkbox"/>	Electrical Load Calculation	Verify existing panels are adequate and provide the size of the new panel for ADU
<input type="checkbox"/>	Installing New Meter?	Contact your utility provider ASAP
Contact Outside Agencies with Complete Plans		
<input type="checkbox"/>	San Ramon Valley Fire District	Required if the primary residence has fire sprinklers
<input type="checkbox"/>	San Ramon Valley Unified School District	Provide an embossed receipt to verify payment of school impact fees
<input type="checkbox"/>	Contra Costa County Central Sanitary District	Required for ALL Submittals
<input type="checkbox"/>	Contra Costa County Environmental Health Department	Required for properties on Septic
Compile Documentation for Submittal		
<input type="checkbox"/>	Print 3 full sets of plans on 24"x36" pages or Compile a pdf document per the Electronic File Format Guidelines Register for Citizen Self Service Account	For in-person applications For electronic applications (not eligible for expedited review) www.danville.ca.gov/CSS if applying online
<input type="checkbox"/>	Complete the Hold Harmless Statement	Located on Sheet A1 of Plans
<input type="checkbox"/>	Schedule an appointment to submit your plans or Submit your application electronically (not eligible for expedited review)	Call (925)314-3330 for in-person applications Online Permit Instructions

Each project is unique and may have site-specific conditions. Town staff will be able to assist you with the application process and advise if additional approvals are required. For permitting assistance, call (925)-314-3300.