



City of Villa Park

17855 Santiago Boulevard, Villa Park, California 92861-4187
(714) 998-1500 • Fax: (714) 998-1508

www.villapark.org

The City of Villa Park is pleased to announce the launch of our Pre-Approved Detached Accessory Dwelling Unit (ADU) Plan Program!

The City of Villa Park is inviting design professionals to submit construction documents for review to be part of our [Pre-Approved Detached ADU Plan Program, in accordance with Assembly Bill \(AB\) 1332](#). After approval by the applicable City departments/divisions, the pre-approved construction documents will be made available for use by property owners within the City. The design professional will still maintain the copyright to their pre-approved plans, and any property owner who intends to use their pre-approved plans must contract with them directly. The standard pre-approved plans only reflect approvals from the City Building Division and will always require site-specific plans. This may include specific requirements and approvals from: City Planning, Public Works/Engineering, Orange County Fire Authority, Serrano Water District and any other agencies, as necessary. These requirements can result in additional submittals including, but not limited to grading plans, water quality design, retaining wall design, easements, utility design, etc. Once the property owner selects a standard pre-approved plan, he or she will work directly with that design professional to prepare construction documents that represent their site-specific plans.

The posting of any pre-approved detached ADU plans shall not be considered an endorsement of the design professional by the City of Villa Park.

- The goal of this program is to expedite the ADU permitting process and encourage the construction of ADUs to support our fair share regional housing goals.
- Please note that the Pre-Approved ADU Plan Program/AB 1332 only applies to detached ADUs.

DESIGN PROFESSIONALS: The initial submittal and review process will be very similar to normal plan check/submittal procedure. To have your plans included in the City of Villa Park's Pre-Approved Detached ADU Plan Program, you will:



1. Plans shall include, but not limited to:

- Pre-Approved Detached ADU Plan Checklist.
 - Pre-Approved Detached ADU Standard Minimum Submittal Requirements.
 - Architectural plan set to include a title sheet, utility plan sheet.
 - Designs shall be provided with options for the installation of fire-rated walls.
 - Designs shall be provided with options to comply with California Residential Code-Section R337, Wildland-Urban Interface Fire Area.
 - Designs shall be provided with options for exterior finish materials to ensure architectural compatibility with the primary dwelling unit and surrounding neighborhood.
 - Complete site plan showing building setbacks, easements, lot dimensions, distances between buildings, size of buildings, etc.
 - Structural calculations, as applicable.
 - Energy calculations.
 - Fully dimensioned floor plan of each level.
 - Fully dimensioned roof plan with reference to construction details.
 - Fully dimensioned foundation plan with referenced construction details.
 - Building cross-sections.
 - Water and sewer fixture count.
 - Building elevations. Show floor and top of roof elevations.
 - Door/window schedule; identify all “Egress” door/windows and all other door/windows.
 - Utility locations; electrical panel, hose bibs, sewer, etc.
 - Separate permits are required for grading, encroachments onto public right-of-way, photovoltaic systems, retaining structures, and fire sprinklers.
 - Separate design may be required for water quality structural best management practices (BMPs).
2. Upon obtaining approval from all City departments/divisions, the design professional will be notified, and the following information will be added to the Building Division webpage:
- Design professional contact information (provided by the applicant).
 - ADU description; dimensions, square footage, etc. (provided by the applicant).
 - Photos or renderings (provided by the applicant).

IMPORTANT: Each standard plan will need to be updated when the City of Villa Park adopts new building codes, building policies, and/or zoning regulations.

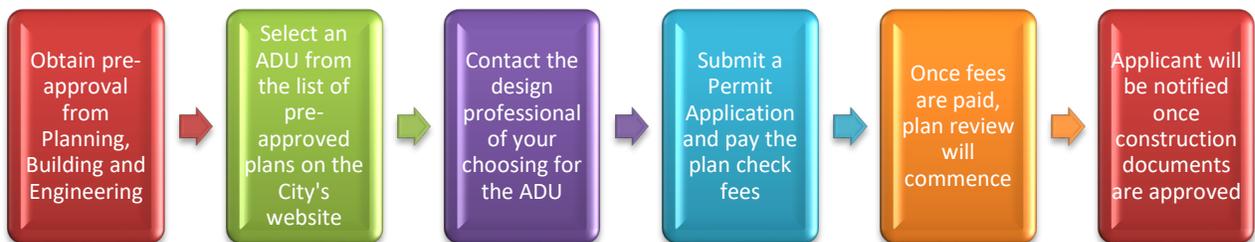
How does a property owner obtain a permit for plans that are part of the Pre-Approved Detached ADU Plan Program?

1. Obtain pre-approval from Planning Division; bring in a site plan for review by the Planning Division shows: property layout with the footprints of all existing and proposed structures, electrical and wet utility services, fences, walls, gates, building setbacks, parcel areas, easements driveways, slopes, drainage for stormwater, and other prominent features of the property.

- A. Preliminary/pre-submittal review from the Building Division.
- B. Preliminary/pre-submittal review from the Engineering Division.

The applicant will need to:

2. Select an ADU from the list of pre-approved plans on the City's website.
3. Contact the design professional of your choosing for the ADU and work with them to incorporate your site-specific requirements into the pre-approved plan.
4. Submit a Permit Application and pay the site-specific plan review fees for each respective City department/division. Once fees are paid, plan review will commence.
5. If fire sprinklers are required, they can be deferred submittal. Please note that all deferred submittals must be submitted, approved, and permitted prior to framing inspection. Framing will not be approved until all deferred submittals are approved.
6. Once all City department/divisions have approved the construction documents, the Building Division will approve the plans and notify the applicant.





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PRE-APPROVED DETACHED ACCESSORY DWELLING UNIT (ADU) PLAN PROGRAM

City Seeks Professionally Designed Detached ADU Plans

The City of Villa Park is pleased to announce the launch of our Pre-Approved Detached Accessory Dwelling Unit (ADU) Plan Program. To comply with state law, the goal of this program is to expedite the ADU permitting process and foster the construction of ADUs to support our fair share regional housing goals.

[View the announcement \(PDF\)](#)

The City of Villa Park is inviting design professionals to submit construction documents for review to be part of our Pre-Approved Detached ADU Plan Program, in accordance with Assembly Bill (AB) 1332. After approval by the applicable City departments/divisions, the pre-approved construction documents will be made available for use by property owners within the City. The design professional will still maintain the copyright to their pre-approved plans; any property owner who intends to use their pre-approved plans must contract with them directly. The standard pre-approved plans only reflect approvals for the Building Division and will always require site-specific customizations. This may include specific requirements and approvals from Planning, Public Works/Engineering, Orange County Fire Authority, Serrano Water District and any other agencies, as necessary. These requirements can result in additional submittals, including but not limited to, grading plans, water quality design, retaining wall design, easements, utility design, etc. Once the property owner selects a standard pre-approved plan, he or she will work directly with that design professional to prepare construction documents that represent their site-specific plans.

The posting of pre-approved detached ADU plans shall not be considered an endorsement of the design professional by the City of Villa Park.

Submittal Documents

[Pre-Approved Detached ADU Plan Checklist \(PDF\)](#)

[Pre-Approved Detached ADU Standard Plan Minimum Submittal Requirements \(PDF\)](#)

[Hold Harmless Agreement \(PDF\)](#)

Are You Looking for Pre-Approved Detached ADU Plans?

The City is currently in the first phase of soliciting professional designs to share with the public. Once pre-approved detached ADU plans have been accepted in the program, the City will make them available on this webpage.

For more information, please contact the City Building Division or City Planning Division at (714) 998-1500.



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PRE-APPROVED DETACHED ACCESSORY DWELLING UNIT (ADU) PLAN PROGRAM

CHECKLIST

Address:	Date:
Pre-Approved ADU Type:	
Applicant Name:	
Applicant Email:	
Applicant Phone Number:	

Site Plan	Site Plan must be drawn to scale	<input type="checkbox"/> Provided
Orientation	Include a north arrow	<input type="checkbox"/> Provided
House Footprint	Include garage, porch, patio, and all other structures on the property.	<input type="checkbox"/> Provided
Floor Area of Primary Residence	Floor area/square footage of residence, broken down by first floor square footage and second floor square footage.	<input type="checkbox"/> Provided
Dimensions	Include distances to property lines and between structures.	<input type="checkbox"/> Provided
Street Address and Main Streets	Include in the site plan.	<input type="checkbox"/> Provided
Property Lines, Sidewalks, Driveways	Include on plan, labeled and dimensioned.	<input type="checkbox"/> Provided
Property Description	Assessor Parcel Number (APN) and Legal Boundary Description from the Tract or Parcel Map, including lot numbers; or a legal description from the grant deed.	<input type="checkbox"/> Provided
Easements	Include on the site plan, labeled and dimensioned with easement holder.	<input type="checkbox"/> Provided
Lot Size	Provide the lot area in square feet and acres.	<input type="checkbox"/> Provided
Lot Coverage	Include primary residence, front porches, garage, ADU, and all solid roof accessory structures.	<input type="checkbox"/> Provided
Building Setbacks	Labeled, dimensioned, and measured from the ultimate right-of-way, or access easement.	<input type="checkbox"/> Provided
On-Site Parking	Provide a breakdown of the required parking for the project. Identify at least one surface parking location for the ADU, such as an existing driveway, or indicate with a note on the title sheet if the property is within ½ mile of transit and is exempt from providing parking for the ADU.	<input type="checkbox"/> Provided
Proximity Map with Walking Distance to Public Transportation	Include on plan.	<input type="checkbox"/> Provided
Confirmation of New Address for ADU	Applicant confirmed.	<input type="checkbox"/> Provided
Sewer/Wastewater	Show existing location, where the connection will be made, length, material, and diameter of pipe.	<input type="checkbox"/> ADU to connect to sewer main <input type="checkbox"/> ADU to connect to existing residence

		sewer lateral (if allowed per Plumbing Code) <input type="checkbox"/> Septic: Requires regional water board approval. New septic tanks will require separate permits and soils report.
Electrical Service	Show existing electrical main panel location and size, and connection to the ADU or new electric service serving the ADU. If a new meter is being installed, contact the utility provider as soon as possible.	<input type="checkbox"/> Upgraded service <input type="checkbox"/> New service <input type="checkbox"/> Existing to remain
Electrical Load Calculation	Verify existing panels are adequate and provide the size of the new panel for the ADU.	<input type="checkbox"/> Size of existing service: _____ <input type="checkbox"/> Size of new service: _____
Utilities, Hydrants, Other Public Facilities	Shown on plans; include power poles on the property.	<input type="checkbox"/> Provided
Serrano Water District Water Connection and Meter Location	Indicate distance from meter connection to the ADU. Indicate point of connection if within public right-of-way.	<input type="checkbox"/> Distance from meter to ADU <input type="checkbox"/> Will Serve Letter <input type="checkbox"/> Backflow prevention device
Gas Service	Show existing location, where the connection will be made, length, material, and diameter of pipe.	<input type="checkbox"/> Upgraded service <input type="checkbox"/> New service <input type="checkbox"/> Existing to remain
Location of Mechanical Equipment	Include air conditioning units, condensing units, water heater, washer and dryer units must be located five feet away from property lines.	<input type="checkbox"/> Provided
Photovoltaic (PV) System Solar (Separate Permit is Required)	PV systems are required for all of the ADU structures regardless of whether the ADU is to be a primary residence or accessory to the primary residence. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions are not subject to the Energy Code requirement to provide solar.	<input type="checkbox"/> Provided
Existing and Proposed Structures, Accessory Structures	Include gazebos, sheds, swimming pool, and any other detached structures.	<input type="checkbox"/> Provided
Primary Residence, Side and Rear Property Line Separation	Will the ADU have a minimum of 10-foot separation from the primary residence or structures and a 4-foot separation from the rear and side of the property lines?	<input type="checkbox"/> Yes
Fire Hazard Severity Zone	An address located in any Fire Hazard Severity Zone or any Wildland-Urban Interface Fire Area shall comply with CRC R337 .	<input type="checkbox"/> Confirmed
Verify Possible Additional Design Considerations Based on Villa Park Building Restrictions	<input type="checkbox"/> High Fire/Fuel Modification <input type="checkbox"/> Liquefaction Zone <input type="checkbox"/> OCFA Development Area <input type="checkbox"/> Landslide Zone <input type="checkbox"/> Whittier/Elsinore Fault <input type="checkbox"/> FEMA Flood Zone <input type="checkbox"/> Methane Gas Zone <input type="checkbox"/> Sewer or Septic	<input type="checkbox"/> Provided

GRADING AND DRAINAGE

Grading Exemption: Project will not disturb more than 50 cubic yards of soil	x _____ Applicant Acknowledgement	<input type="checkbox"/> Provided
Project will not cut/fill more than 1 foot in depth	x _____ Applicant Acknowledgement	<input type="checkbox"/> Provided
Project will not disturb, change, or alter existing site drainage in any way	x _____ Applicant Acknowledgement	<input type="checkbox"/> Provided
Project will not be placed over previously compacted fill	x _____ Applicant Acknowledgement	<input type="checkbox"/> Provided
Show drainage pattern and slopes	Show on plans.	<input type="checkbox"/> Provided
BMP, Erosion Control notes	Include on plans.	<input type="checkbox"/> Provided
Project converts less than 5,000 square feet of pervious area to impervious	x _____ Applicant Acknowledgement	<input type="checkbox"/> Provided
Water Quality Management Plan	Fill out priority project checklist	<input type="checkbox"/> Provided
Any work/utility connections in the public rights-of-way	Include on plans. Encroachment Permit needed with appropriate restoration requirements.	<input type="checkbox"/> Provided
Easements	Right-of-way, private access road, utility, landscape, drainage, trails, etc. All permanent structures must remain outside of any existing utility easement(s). Permanent structure walls and footings are prohibited within existing easements and must be placed outside of said easement.	<input type="checkbox"/> Provided
Project entry (driveways) complies with vision line-of-sight	Show on plans.	<input type="checkbox"/> Provided

FIRE – ORANGE COUNTY FIRE AUTHORITY (OCFA)

Plan Submittal Criteria Form	To be completed by applicant.	<input type="checkbox"/> Provided
Fire Sprinklers Required?	Does the primary residence have fire sprinklers?	If yes, contact OCFA <input type="checkbox"/> Yes
High Fire Hazard Severity Zone	Property is NOT located in <u>any</u> High Fire Hazard Severity Zone.	<input type="checkbox"/> Confirmed
Addressing	Address of the ADU shall be in a position that is readily visible and legible from the street fronting the property.	<input type="checkbox"/> Provided
Residential Site Plan is required when any of the following apply:	Is the most remote exterior portion of the ADU more than 150 feet from a fire access road? Is the walkway from the ADU to the street less than 3 feet in width?	<input type="checkbox"/> Provided

	The ADU has less than a 4-foot setback to property lines.	
	The property is located in any Fire Hazard Severity Zone (FHSZ).	
OCFA Access	Minimum 3-foot clearance around the exterior of the building.	<input type="checkbox"/> Provided
Fire Hydrants	Location shown on plans.	<input type="checkbox"/> Provided

Notes:



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PRE-APPROVED DETACHED ACCESSORY DWELLING UNIT (ADU) PLAN PROGRAM

STANDARD PLAN MINIMUM SUBMITTAL REQUIREMENTS

This document outlines the minimum Building Division submittal requirements and provides guidance to design professional that want to have their plans included in the City of Villa Park's pre-approved detached ADU plan program, pursuant to Assembly Bill (AB) 1332.

This program will require two (2) separate plan submittals. First, by the design professional for their plans to be included in the pre-approved detached ADU plan program (Standard Plan Submittal), the second, by the property owner once they have selected the Standard Plan that they will use. The Standard pre-approved detached plans only reflect approvals from the Building Division and will always require site specific modifications. This may include specific requirements and approvals from Planning, Public Works/Engineering, Orange County Fire Authority, and the Serrano Water District. These requirements can result in additional submittals include, but not limited to grading plans, water quality design, retaining wall design, easements, utility design, etc. Once the property owner selects a Standard pre-approved detached plan, he or she will work directly with that design professional to prepare construction documents that represent their site-specific plans.

STANDARD PLAN MINIMUM SUBMITTAL INSTRUCTIONS

1. A separate submittal, application and plan check fee is required for each Standard Plan.
2. When prompted to enter an address, use AB1332.
3. For Project Description, indicate that you are submitting a "Standard Plan under the Pre-Approved Detached ADU Plan Program", then provide the project description.
 - The initial submittal process for a Standard Plan ADU under the Pre-Approved Detached ADU Plans Program will be very similar to a normal plan submittal.
4. Applicant must obtain Planning Division "OK to submit/pre-approval".
5. Plans will be submitted to the Building Division.
6. Once all of the departments/divisions have approved the Standard Plans, the applicant will be notified, and the following will be posted on the City's website.
 - Design professional contact information
 - ADU description, provided by design professional
 - Simplified plans and elevations provided by design professional
 - Artist renderings/photographs provided by the design professional

Note: Handwritten documents will not be accepted.

GENERAL REQUIREMENTS

- A review and a pre-approval ("an OK to submit") by the Planning Division is required prior to Building Division submittal. Your application form must include all proposed work, including demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
- PLANS:** Two (2) complete sets of plans, printed on 24" X 36" sheets. Plans must follow standard scale for floor plan, elevations, cross-sections, etc.

- SOILS REPORT:** Two (2) copies, if required.
- TITLE REPORT:** Two (2) copies.
- STRUCTURAL CALCULATIONS:**
- FIRE SPRINKLERS:**
 - Fire Protection Systems – Contact OCFA at (714) 573-6100 for the fire suppression plans.
- TITLE 24 ENERGY ANALYSIS:** Two (2) sets of 8 ½” X 11” completed energy calculations are required for submittal and shall be made part of the plans.
- Design shall be provided with options for the installation of the fire-rated walls.
- Design shall be provided with options for exterior finish materials to ensure architectural compatibility with primary residence and surrounding neighborhood.
- A survey will be required to verify the location of building corners where sufficient data and landmarks are not present to accurately determine the property lines.
- Additional design considerations may be required based on **Villa Park Restrictions**
 - High Fire/Fuel Modification
 - OCFA Development Area
 - Whittier/Elsinore Fault
 - Methane Gas Zone
 - Liquefaction Zone
 - Landslide Zone
 - FEMA Zone
 - Sewer or Septic

PLAN INFORMATION

- A complete “Project Description” and “Scope of Work” must be on the cover sheet of the plans. The plan description/scope of work must match the application description and include breakdown of square footage.
- Construction documents prepared by a licensed professional shall be sealed (stamped), as required. Plans prepared by others shall be signed by the person(s) preparing the plans. Plans that are not legible may be rejected prior to plan review.
- The California Energy Code requires solar photovoltaic systems (PV) to be installed on all new low-rise residential structures. As such, PV systems are required for all the ADU structures regardless if the ADU is to be a primary residence or accessory to the primary residence. PV plans will be required to be submitted along with the other required plans and documents. Energy Code requirement to provide solar panels, if the unit(s) is a newly constructed, non-manufactured, detached ADU. Pursuant to the California Energy Commission (CEC), the panels can be installed on the ADU, or on the primary residence.
- Deferred Submittals shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection.
 - Documents for deferred submittals shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
- Building Data Legend must be provided on the title sheet. Include the following information for the building proposed.

<ul style="list-style-type: none"> <input type="checkbox"/> Project Address <input type="checkbox"/> Property Owner’s Name and Address <input type="checkbox"/> Designer/Architect/Engineer of Record Contact Information <input type="checkbox"/> Name, address and telephone number of person who prepared the plans <input type="checkbox"/> Legal Description (APN) <input type="checkbox"/> Occupancy Group 	<ul style="list-style-type: none"> <input type="checkbox"/> Type of Construction <input type="checkbox"/> Floor Area Calculations, including Existing and New Areas <input type="checkbox"/> Site Area and % of Coverage <input type="checkbox"/> Floor Area Ratio (FAR) <input type="checkbox"/> Earthwork Quantities of Cut/Fill <input type="checkbox"/> Note if a Fire Sprinkler System is installed
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- Mechanical, plumbing and electrical details may be included on the floor plan on a separate utility plan sheet for review. While not requiring complete single line drawings, the plan shall include the following:
 - Locations of heating, cooling and ventilating equipment
 - Mechanical equipment schedule identifying the equipment manufacturer’s name, model number, capacity, etc.

- Kitchen ventilation system (range hood) complying with the 2022 Title 24 and ASHRA 62.2 standards.
- Bathroom Ventilation complying with the 2022 Title 24 and ASHRA 62.2 standards.
- Whole house ventilation is required for projects 1,000 square feet, or more.
- Location of the plumbing fixtures, including the water heater.
- Location of condenser.
- Electrical panel schedules and load schedules, if required.
- Show the location of all receptacles, switches and lights, and use a legend to identify types.
- Smoke and Carbon Monoxide Alarms are required and shall be notated on the plan.
- Details on the cover sheet, any special conditions or requirements notated in the energy analysis, i.e., HERS testing, Cool Roof, etc.
- Utility tie-ins, hook-ups to mainlines or laterals.

Additional information may be required based on the specific scope of the project.



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PRE-APPROVED DETACHED ACCESSORY DWELLING UNIT (ADU) PLAN PROGRAM

HOLD HARMLESS AGREEMENT

Address:	APN:
Property Owner:	
Property Owner Email:	
Property Owner Phone Number:	

Pre-Approved ADU Type:

In accordance with **Assembly Bill (AB) 1332**, I hereby request the use of construction documents that are part of the City of Villa Park's Pre-Approved Detached Accessory Dwelling Unit (ADU) Plan Program for the construction of an ADU at the address indicated above. By accepting plans that are part of the City of Villa Park's Pre-Approved Detached ADU Plan Program, the user agrees to release, defend (with counsel of City's choosing), indemnify and hold City, its officials, employees, volunteers, and agents, free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, direct or consequential damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, related to, or incident to acceptance, review, planning, project financing, selection of contractors or materials, suitability or on site conditions, job safety, or any other use of the Pre-Approved Accessory Dwelling Unit (ADU) Plan Program.

By using the City of Villa Park Pre-Approved Detached Accessory Dwelling Unit (ADU) Plan Program construction documents, the Property Owner is acknowledging acceptance of the following conditions:

1. The use of this information is restricted to the original project for which it was prepared. This does not eliminate or reduce the recipient's responsibility to verify all information relevant to this project and incorporate all necessary site specific requirements.
2. The designs represented by these plans are copyrighted and are subject to copyright protection.
3. I further agree to pursue construction of the ADU in good faith and in accordance with the pre-approved plans without modifications to the greatest extent possible. I understand that for any modifications made to these plans due to field conditions, property owner preferences, or the like, the City of Villa Park reserves the right to require the applicant to contract with the appropriately licensed design professional to prepare the revisions in accordance with the applicable construction codes.

Assembly Bill (AB) Section 65852.27 (4) (A) (ii)

Posting of pre-approved detached accessory dwelling unit plans, pursuant to Section 65852.27 (4) (A) (ii), shall not be considered an endorsement of the applicant or approval of the applicant's application for a detached accessory dwelling unit by the local agency.

Property Owner Name (Print)

Property Owner Signature

Date