



Napa Sonoma ADU

Standard ADU Plans Program

Call for Submittals

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Initial Submittals Due August 31, 2021

Questions?

Contact David Driskell, project consultant (driskell@bdplanning.com; 607-227-0327).

The Napa Sonoma ADU Standard Plans Program is an opportunity to market your ADU designs to homeowners throughout Napa and Sonoma Counties. You can use designs you've already completed and/or develop new designs. Entering your design is easy, and a short-list of designs will be selected for "pre-approval" by a third-party reviewer in collaboration with participating jurisdictions.

The Napa Sonoma ADU Center is a nonprofit fiscally-sponsored project of Napa Valley Community Foundation with support from Community Foundation Sonoma County. To learn more about our work, visit www.napasonomaadu.org

1 Program Overview



** up to five plan sets may be selected for purchase by the City of Petaluma and made available for free to interested homeowners.*

[Napa Sonoma ADU](#) is working with jurisdictions across Napa and Sonoma counties to organize and launch an ADU Standard Plans program. The goals and benefits of the program are outlined on page 5. Through the program, ADU plans are reviewed for compliance with standard code requirements so that they are “permit ready.” *In all circumstances*, the pre-reviewed standard plan will need to be submitted to the governing jurisdiction along with additional information (and sometimes modifications to the plan) so that a permit can be issued.

The seven steps in the program process are:

- 1 ADU design plans are submitted for consideration, starting with completion of the [Initial Submittal Form](#) (see page 3).** Any qualified architect or design-build firm can submit plans. Modular and prefabricated ADU designs may also be submitted.
- 2 The Selection Committee chooses up to 12 designs for full review** based on the initial submittal information, including floor plans and elevations. The committee will select up to three designs in each of four size categories (see page 8).
- 3 Selected plans are reviewed for code compliance.** A full plan set is submitted and a code specialist reviews the plans for compliance with applicable codes. Where necessary, modifications or additional information may be requested.
- 4 Reviewed plans are showcased on the program’s webpage** hosted by Napa Sonoma ADU in collaboration with the participating jurisdictions.
- 5 Homeowners choose a plan and are connected to the designers** who make the plans available for a license fee, saving time and money for the homeowner. Architects and design-build firms may also be retained to help with Step 6.
- 6 Additional materials are prepared** based on jurisdiction-specific requirements (site plan and other required information) and any necessary modifications are made to the Standard Plan. Then the full permit application is submitted to the applicable jurisdiction.
- 7 Permits are issued and construction begins** after the jurisdiction reviews the full application, typically with a faster turn-around time.

3 Instructions for Initial Submittals

- ❑ **Review these instructions** carefully and decide which plan(s) to submit. Each firm may submit up to three plans for consideration. You will need to complete a separate form for each submittal.
- ❑ **Enter information about your plan** on the [ADU Standard Plan - Initial Submittal Form](#), including:
 - **Email** for all correspondence, **Company/Firm** name, and **Key Contact** info
 - **Plan Name** and **Description** – please limit descriptions to 500 words or less, telling us about the unique features and qualities of your ADU plan (including description of any variations)
 - The **ADU Size** category that applies and the **Plan Type** (site-built or modular? from a completed project or a new plan?)
 - A **Construction Cost Estimate** – can be stated as a range based on size, features and options, including assumptions and caveats as needed. We will provide a general statement on the program webpage regarding the potential cost impacts of site-specific conditions and other factors (e.g., soils, slopes, water connections, etc.). For built plans, provide actual construction costs and applicable year.
 - The **License Fee** you will charge for a homeowner to make use of your Standard Plan. You will retain ownership of the plan but license it to them for one-time use. We encourage a maximum fee of \$1,000 per use, but you may vary it as you see fit.
 - **Professional Fee** you will charge to make modifications to the Standard Plan in response to site conditions, jurisdiction-specific requirements and/or homeowner preferences. This may be stated as an hourly rate or as a fixed fee amount (and as a range if desired), with caveats. Your fee level will be posted on the program webpage and may be updated at any time.
- ❑ **After your form is submitted, you will receive an email with a link and instructions to upload your initial plan set.** *Do not submit full plan sets.* For the initial submittal we only need:
 - a. Floor plans with dimensioned room sizes (including up to three variations if desired)
 - b. Building sections showing wall and roof assembly (including variations, if any)
 - c. Building elevations (including variations, if any)
 - d. Three-dimensional views (max of four)—or for built ADUs, photographs of the completed project
 - e. List of major materials and mechanical systems (including options, as appropriate)
- ❑ **If your design is selected**, you will be invited to submit the full plan set for code review (see page 7).

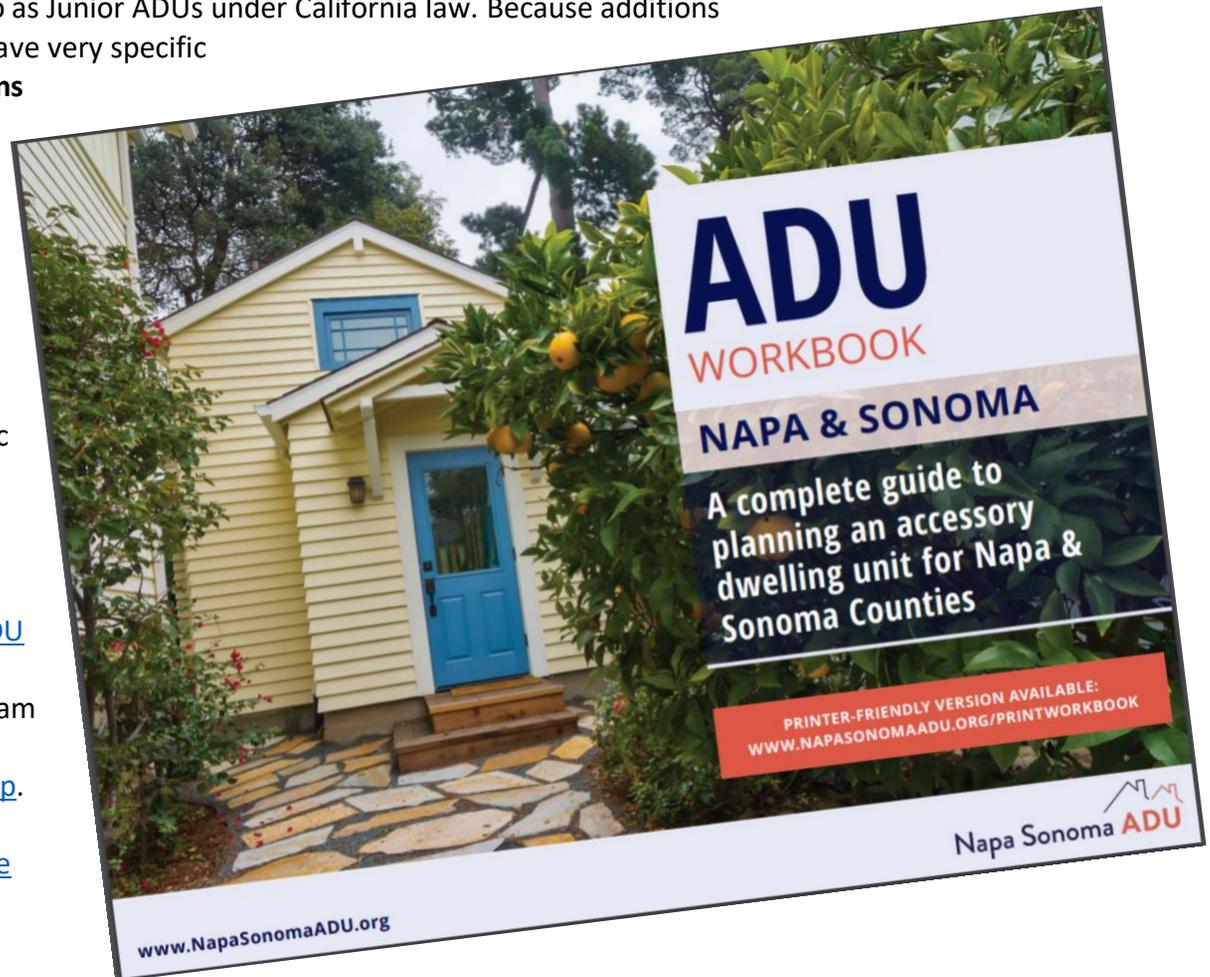
3 Why ADUs?

Accessory Dwelling Units (ADUs)—also called granny flats, cottage homes, in-law units, second units or carriage houses—provide additional living space that can grow with a family as needs change, providing needed room for a loved one or an opportunity to rent and create an extra income stream. They also help expand housing options in our communities while advancing affordability and creating more diverse neighborhoods.

Under California law, most residential properties in California can add a secondary unit in the form of an ADU as well as an additional unit that is internal to the main house (e.g., a converted attached garage, basement unit, or other). Internal units under 500 square feet are referred to as Junior ADUs under California law. Because additions or modifications to the main house structure will have very specific requirements, the launch of **the Standard ADU Plans program is focused on external, detached ADUs.**

More information about the different types of ADUs as well as helpful resources and tools are available on the [Napa Sonoma ADU website](#). There homeowners can find an ADU Workbook, Cost Calculator and an Address Look-up tool that will help them know whether they can build an ADU and the zoning rules that apply in their specific jurisdiction. They can also sign up for a free consultation to help in exploring whether an ADU makes sense for them.

Other resources include the [State of California's ADU website](#), which includes a recently released ADU handbook, as well as the pre-approved plans program recently launched by the [City of Seattle](#), which includes [a gallery similar to what we plan to develop](#). Examples of programs closer to home include [San Jose's pre-approved ADUs program](#) and the [Cottage Home program in Clovis](#).



4 Benefits of Standard Plans

What Is a Standard ADU Plan?

Standard plans are building plan sets (ADU designs) that are reviewed for compliance with relevant building codes, including structural, electrical and energy codes, among others (see page 7). The plans are selected to ensure a variety of size options and design features (see selection criteria, page 6). Homeowners can then select a design they like and which fits on their site, and then work with their selected designer to complete the other materials needed for a full permit application (e.g., a site plan). ***The pre-approval is for the building design, not for the complete ADU application.***

Modular and prefabricated ADU products are welcome to participate in the Standard Plans program.

What Are the Benefits of a Permit-ready Standard Plan?

For homeowners...

- ✓ **Easier.** Provides ready-made designs that they can choose from, making it easier to approach an often-daunting process
- ✓ **More Affordable.** Lets them choose a design they like for lower cost than if they started from scratch (sometimes even for no cost at all)
- ✓ **Faster.** Speeds up the process because they are starting with a design that's already completed, making small modifications to ensure it fits their site and needs.

For designers and architects...

- ✓ **Stamp of Approval.** Designs are reviewed and approved up front by the jurisdictions; customers then know that the design works.
- ✓ **Time Savings.** Can start with a design the client likes and focus on making minor modifications so that it works on the site.
- ✓ **Free Marketing.** The program markets the approved designs to homeowners throughout Napa and Sonoma counties and connects customers directly to the designers.

For local governments...

- ✓ **Time Savings.** Staff review and approve a plan set once, focusing on review of minor modifications and site-specific information for the final review.
- ✓ **Preferred Designs.** Through the competitive process, jurisdictions select designs they think work best for their communities.
- ✓ **More ADUs.** Creating more housing options is good for everyone – and helps meet community housing needs!

5 Selection Criteria

In reviewing the initial design submittals, the Selection Committee will consider the following factors:

- Cost.** To the extent feasible, submitted designs should realize cost savings for both homeowner and eventual tenants through cost-effective design choices, material selection (factoring in durability), innovative construction methods and overall efficiency.
- Privacy.** Design plans should consider the relationship between the ADU and the main house as well as neighboring properties through configuration, profile and window placements and/or treatments.
- Context/Compatibility.** Designs should consider a range of contexts (smaller lots, slopes, etc.) and reflect the design character of communities across Napa and Sonoma counties.
- Adaptability/Customization.** Designs should support the ability to easily adapt to varying site conditions and needs through flexible floor plans, alternative façade treatments and other standardized options.
- Accessibility.** To the extent feasible, designs should support accessibility for people of all abilities, following universal design principles.
- Sustainability.** While all designs will need to meet California’s Title 24 energy and green building code requirements, designs should support long term sustainability and minimum environmental footprints.

Plans will be selected in four size categories (listed on page 8). Further, the selection committee will strive to ensure that the final collection of Standard Plans reflects a diversity of design styles that are broadly applicable across the diverse communities of both counties.

6 Code Standards for Standard Plans

ADU Standard Plans selected for “pre-approval” will be reviewed for compliance with State building codes, taking into account local amendments as applicable.

While *initial* plan submittals will focus on illustrative floor plans, elevations and building sections (see page 3) the full plan sets (which will be invited based on the committee’s review and selection) will be asked to provide full details and calculations based on design specs intended to address the most widely applicable conditions across the two-county area, or in some cases the most ‘conservative’ or restrictive design spec. In some cases, we will request optional plan sheets to address the most common design alternatives (e.g., for fire sprinklers).

We will retain a third-party reviewer to conduct the code reviews. They will provide detailed instructions for submittals when the full plan sets are requested. In some cases, local code amendments will need to be factored in to achieve pre-approval for specific jurisdictions. Generally, submitted plans will need to include:

- Roofing and Structural Plans** to meet Seismic Design Category E and Wind Exposure C (LRFD of 110 miles per hour), with calculations for vertical and lateral loads as well as truss calculations if applicable. *An optional framing plan for Seismic Design Category D2 may also be submitted.*
- Mechanical, Plumbing and Electrical Plans**, including size and location of all components and applicable loading calculations. The plan set should provide for both sprinklered and non-sprinklered construction, and for both with and without solar PV. *Plans should design for all-electric ADUs, with an option for mixed fuel if desired.*
- Energy and CalGreen** documentation to meet requirements of Climate Zone 2 and Tier 1 measures of Title 24 for four standard orientations.
- Foundation Plans** to meet Soil Site Class D. *An optional foundation plan to meet requirements of Soil Site Class E may also be submitted.*

The intent is for the Standard Plan to be as widely applicable as possible, understanding that ***local and site variations will need to be addressed through plan modifications at time of full permit review.***

7 FAQs

Who can submit a design?

We will accept submissions from architects, designers, and builders. We encourage submissions from design–build partnerships that can provide a reliable cost estimate and are familiar with and ready to construct the ADU. We also welcome submissions of design plans from already-built ADUs that can provide information about actual construction costs. *There is no cost for the code review of selected plans.*

What kinds of designs can be submitted, and for what sizes of ADU?

We are looking for a variety of design plans that can respond to the range of site conditions found around Napa and Sonoma counties and provide homeowners with as much choice as possible in terms of design style. See page 6 for the list of selection criteria.

In terms of unit size, we are looking to select three or more designs in each of four size categories:

- Small:** 499 sf max (Studio/1 BR)
- Medium:** 500 sf – 749 sf max (1 or 2 BR)
- Large:** 750 sf – 999 sf max (1 or 2+ BR)
- XL:** 1000 sf – 1200 sf max (2+ BR)

We encourage unit designs to remain within a maximum height of 16 feet, with options that may extend higher (understanding that many zone districts have a max height of 16').

What about modular and pre-fabricated products?

We welcome the submittal of modular and prefabricated ADU designs as part of the Standard Plans program to provide more options to homeowners. These products can be included in the program’s online gallery at the discretion of the selection committee based upon how well they meet the selection criteria.

What about compensation?

Napa Sonoma ADU and our partner jurisdictions are committed to ensuring that ADU designers are adequately compensated for their time and creativity. It is our aim to develop a thriving ADU marketplace that builds customer interest, drives innovation, creates new business opportunities and builds new ADUs as one critical part of responding to our region’s pressing housing needs.

To use a Standard Plan, homeowners will pay a license fee to the designer. The fee is set by the designer and will be posted on the program website. We recommend that license fees not exceed \$1,000, but each submitter can set their fee as they see fit. Our expectation is that the initial time investment will be compensated through multiple sales of each Standard Plan, and the fee amount should reflect this. Homeowners purchase (license) the plan and then hire the designer (who retains the copyright to the plan) to prepare the full permit submittal, including the site plan and any necessary or desired modifications; or they may choose to use another professional to complete the work, in which case the designer can require a liability release for use of the plan.

Napa Sonoma ADU and partner jurisdictions will provide a high level of exposure for the selected plans and a website that links homeowners directly to the ADU designers. Homeowners get a lower design cost; designers get multiple customers for their plans; and jurisdictions save on review time while facilitating development of new ADUs.

What happens if I'm selected?

- Following initial review by the Selection Committee, designs selected for pre-approval will be invited to submit full standard plan sets for code review. Details for submittal will be provided at that time, but key specifications are listed on page 7.
- Documents prepared by an architect or engineer must be signed and stamped.
- Plans will be reviewed by a third party reviewer for compliance with pertinent sections of the California Building Standards Code, Title 24 (2019), taking into account local code amendments as necessary and possible. Additional information or plan modifications may be requested during the code review. In some instances, specific jurisdictions may conduct a parallel plan review.
- Once plans are deemed to be code-compliant, they will be posted on the program webpage along with contact information, license fee information, and other pertinent details. The site will be marketed to homeowners by Napa Sonoma ADU and the participating jurisdictions. Additional standard plans may be added to the gallery over time.
- Approved Standard Plans may need to refile upon adoption of new building codes or other policy changes. Plan owners will be notified as needed.
- A list of the jurisdictions in which each Standard Plan may be used will be provided on the project website. Participating jurisdictions reserve the right to approve use of only those Standard Plans that they feel meet their local priorities and requirements.