



Planning Division Staff (415) 435-7390

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INFORMATION REQUIRED FOR THE REVIEW OF **JUNIOR ACCESSORY DWELLING UNITS**

JUNIOR ACCESSORY DWELLING UNITS

In accordance with Title IV, Chapter 16, Section 16-52.105 of the Tiburon Municipal Code, an application to establish a Junior Accessory Dwelling Unit on a property zoned R-1, R-1-B, RO or RPD shall be acted upon by the Planning Division Staff of the Town of Tiburon.

PROCEDURE

Once an application is submitted, it will be reviewed for completeness by the Staff. If possible, a preliminary completeness check will be conducted at the counter to look for any obvious deficiencies in the application (no site plan, no filing fee, etc.). A more thorough review of the application will be performed in the days following submittal. If additional information is required to make the application complete, the applicant will be notified as soon as possible.

Once an application is deemed complete, Staff may take action to approve or deny the application. A decision on this action may be appealed to the Town Council within ten (10) calendar days.

SUBMITTAL REQUIREMENTS

Below is a list of items typically required in order to properly review and reach a decision on an application for a Junior Accessory Dwelling Unit. Depending on the nature and complexity of the site or the project, additional information may be required by the Town before an application can be found complete or a decision reached. Applicants are encouraged to consult with Planning Division Staff prior to filing an application.

1. Completed application form (Town of Tiburon Land Development Application).
2. Filing Fee of \$250.
3. Three (3) sets of drawings (11" X 17" or larger) showing:
 - a. Site plan/Parking plan to scale showing: dimensions of the lot, property lines, all adjacent streets, vehicular access points; existing structures; and parking and driveway areas. The scale and north arrow shall be shown. The site plan shall indicate the total number of existing and proposed parking spaces on the property, showing the location and dimensions of all existing and/or proposed parking spaces, and showing the location of driveway access for all parking spaces, in sufficient detail for Staff to

determine if the property meets current parking standards. The plan shall indicate the general location of adequate on-street parking in the event that adequate on-site parking does not exist.

- b. Floor plan showing the location of the proposed unit in the residence in relation to all other rooms. The plan must demonstrate independent exterior doorway entry for the proposed unit as well as separate doorway access to the interior of the main residence. The floor plan must depict and demonstrate adequate access to sanitation facilities (bathroom, sink and tub/shower) either exclusive to the proposed unit or shared with the primary residence through internal access.
4. A written statement signed and dated by the owner of the property verifying under penalty of perjury that:
 - a. The Owner of Record maintains his or her Principal Place of Residence on the subject property.
 - b. The Junior Accessory Dwelling Unit would be the only Junior Accessory Dwelling Unit on the property and that there would be no Secondary Dwelling Unit on the property.
 - c. There is only one single-family dwelling unit on the property.
 - d. The Junior Accessory Dwelling Unit would be created within the existing walls of a single family dwelling and would be created by the conversion of an existing bedroom.
 - e. The Junior Accessory Dwelling Unit will contain an “efficiency kitchen” limited to the following components (at a maximum):
 - (1) A sink with maximum width and length dimensions of sixteen (16) inches and with a maximum waste line diameter of one-and-a-half (1.5) inches.
 - (2) A cooking facility or appliance that does not require electrical service greater than one hundred-ten (110) volts. Gas appliances are not permitted.
 - (3) A food preparation counter and storage cabinets that do not exceed six (6) feet in length.(Note: A normal-sized refrigerator is permitted)
 5. A memo from the Tiburon Building Division establishing the feasibility of the proposed unit to meet current building codes. An inspection will need to be arranged prior to filing of the application for a Junior Accessory Dwelling Unit. The Tiburon Building Division can be reached at 1-415-435-7357.
 6. A letter or memo from the appropriate Fire Protection District indicating that the Junior Accessory Dwelling Unit will comply with all applicable Fire District regulations.
 7. A letter or memo from the Marin Municipal Water District indicating that the Junior Accessory Dwelling Unit will comply with all applicable Water District regulations.

8. A Declaration of Restrictions signed by the property owner, in recordable format and notarized, with the County Recorder's filing fee attached, setting forth the following:
 - a. The **Junior Accessory Dwelling Unit** shall not be sold separately from the primary dwelling unit, and shall not be used or rented as a **Seasonal Rental Unit**, as defined in Chapter 16 (Zoning) of the Tiburon Municipal Code.
 - b. The **Junior Accessory Dwelling Unit** shall not exceed five-hundred (500) square feet in floor area nor be less than one hundred-fifty (150) square feet in floor area.
 - c. The **Junior Accessory Dwelling Unit** shall be considered lawful only as long as either it or the primary residence is occupied by the **Owner of Record** as his or her **Principal Place of Residence**.
 - d. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with any provisions of Tiburon Municipal Code Section 16-52.105 (or successor sections) may result in legal action against the property owner, including revocation of any right to maintain a **Junior Accessory Dwelling Unit** on the property.
9. Other information as may reasonably be required by the Director to complete processing of the application.