

PRE-APPROVED ADU PROGRAM SUBMITTAL CHECKLIST

PLAN OPTIONS

Facade (Select One):

- Gable style with roof trusses
 - Note: manufactured roof truss details will need to be provided at the time of building permit submittal
- Shed roof style with manufactured I-joists as roof rafters
 - Note: layout form I-joists manufacturer will need to be provided at the time of building permit submittal.

Foundation (Select One):

- Crawl space with post and beam floor system, or
- Slab on grade

GABLE STYLE ONLY: Porch Cover (Select One):

- Small Porch Cover
- Medium Porch Cover
- Large Porch Cover

GENERAL

- Accepted file extension: PDF
- **IMPORTANT:** Be sure to properly flatten files or plans before upload. Unflattened plans will be returned for corrections.

DOCUMENTS

- Pre-approved ADU program submittal checklist (this form)
- Site Plan
- Erosion & Sediment Control Permit
- Residential Certificate of Lighting Fixtures
- Moisture Content Acknowledgement
- Property Owner Statement Regarding Construction Responsibilities

SITE PLAN

- Legible, including north arrow and drawn to scale/dimensioned
- Provide reserved space for City stamp
- Property line locations, existing easements with dimensions, tree locations and trunk diameter at breast height
- Show location of existing and proposed utilities (water, sewer, storm, etc.)
- Show all adjacent street names
- Show outline of existing and proposed structures with distances to property lines and between structures; setbacks shall be identified with written dimensions and drawn to scale.
- Indicate height of all structures from finished grade
- Show building and garage entrances; driveway and access from street. Indicate driveway material (concrete, etc.). Indicate sidewalks adjacent to property.
- If on septic system, show drainfield location.
- For slopes greater than 10%, show contours.

SPECIAL CIRCUMSTANCES

The following circumstances require separate permits or additional information:

Demolition

A separate demolition application must be submitted if you wish to demo prior to approval of project/permit.

Right-of-Way Permit

A right-of-way permit is needed to do any work in the public right-of-way (e.g. installing new drive approach or connecting to water or sewer main)

Tree Removal

If any significant or heritage trees are proposed to be removed, a tree removal permit is required. Definitions of significant and heritage trees can be found in Veneta Municipal Code Chapter 8.10.020.

Stormwater Detention & Treatment

Projects that create greater than 1,000 square feet of new impervious surfaces (asphalt, concrete, and roofs) require stormwater detention and treatment per Section 5.16 of the Veneta Zoning and Development Code.

Steep Slopes

A geotechnical report is required if the property has slopes greater than fifteen percent (15%).