



City of Union City

REQUIREMENTS FOR ACCESSORY DWELLING UNITS

REVIEW: Accessory dwelling units (ADUs), or “in-law units,” are permitted in all single-family residential zoning districts or on any lot located in a multi-family zoning district with an existing permitted and approved single-family home. Both the principal dwelling (main house) and accessory dwelling unit may be occupied as separate single-family dwellings. Accessory dwelling units may be attached, detached, or located above a detached garage. Requirements for accessory units are summarized below. For more information, see Section 18.32.020 (M) of the Municipal Code, which can be accessed on-line at <http://qcode.us/codes/unioncity>.

There are several ways to establish an accessory dwelling unit, which include:

- Conversion of existing floor space within an existing single-family residence;
- Addition to an existing single-family residence;
- Conversion of an existing accessory structure;
- Construction of a new detached unit; or
- Construction of a new principal dwelling.

REVIEW PROCESS:

- Attached accessory unit: A building permit is required if the accessory unit is proposed to be attached to the main house, located on the ground floor, and complies with all applicable requirements. Administrative Site Development Review approval by the Planning Division is required prior to building permit issuance if the accessory unit is proposed as a second-story addition or as part of a new principal dwelling.
- Detached accessory unit: Administrative Site Development Review approval by the Planning Division is required prior to building permit issuance if the accessory unit is proposed as a detached structure.

REQUIRED FACILITIES:

- Accessory units must include a complete independent living facility for sleeping, cooking, and sanitation purposes. A kitchen and bathroom must be permitted for the sole use of the unit.
- Adequate water and sewer service must be available to support the second unit. Separate or combined utilities are allowed.

SETBACKS AND LOCATION:

- Accessory units shall conform to the same setbacks as required for the principal dwelling unless located above a detached garage.
- If detached, the accessory unit must be located at least 10 feet from the principal dwelling.
- If located above a detached garage, the accessory unit must maintain a minimum 5-foot interior side yard setback, 5-foot rear yard setback, and 20-foot street side yard setback if located on a corner lot.

SIZE:

- The floor area must be between 275 and 640 square feet with a maximum of one bedroom unless the lot is greater than 8,500 square feet in area.
- On lots greater than 8,500 square feet, the maximum floor area of an accessory unit is 800 square feet and a maximum of two bedrooms may be allowed.
- If the accessory unit is created by converting space within an existing single-family residence, the unit cannot contain more than 25% of the floor area of the principal dwelling.

HEIGHT:

- Detached accessory units are limited to one story and a maximum height of 12 feet unless a higher roof pitch is needed to match the main house.
- If located above a detached garage, the structure must not exceed 30 feet.

DESIGN:

- Accessory units must be clearly subordinate to the main house in terms of size, location and appearance.
- The exterior appearance and character of the accessory unit shall reflect that of the main house.
- Outside stairways must meet setback standards and shall not be visible from the public street.
- If a manufactured home is proposed as a accessory unit, it must be identical to the main house in terms of siding and roof materials, roof pitch, roof eaves and color.

FEES: Fee types and rates are subject to change; please refer to the current Master Fee Schedule found on the City's website (www.unioncity.org) or contact the applicable Division or Agency for updated fee information. *All building permit, development impact, and outside agency fees must be paid prior to the issuance of a building permit.*

- Planning Fees:
 - If Administrative Site Development Review is required, application review fees and public noticing fees are due at time of application submittal.
 - Contact the Planning Division at (510) 675-5319 to confirm whether a separate planning review is required and applicable fee amounts.
- Building Permit Fees:
 - Fees are based on the project's valuation (includes labor and materials), please refer to the current fee table located in the City's Master Fee Schedule.
 - Contact the Building Division at (510) 675-5313 for fee related questions or for a free fee estimate.
- Development Impact Fees:
 - Park Facilities Fee: \$2,466 per unit through June 30, 2016
 - Capital Facilities Fee: \$8,624 per unit through June 30, 2016
- Outside Agency Fees: (Please contact utility districts directly for updated fee information)
 - Alameda County Water District (510) 668-4200
 - Union Sanitary District (510) 477-7500
 - PG & E (510) 683-3000
 - New Haven Unified School District* (510) 471-1100

*Required for additions and new construction 500 square feet or more