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Accessory Dwelling Unit (ADU) Policy

Adopted November 21, 2019

PURPOSE: This document establishes the policy for approval or disapproval of applications for proposed changes to any home with regards to adding an accessory dwelling unit (ADU).

INTRODUCTION: The exterior appearance of all buildings, fences, walls, retaining walls, and structures on any lot, and all exterior hardscape and landscape on the front yard of any lot shall be well maintained. Any exterior alterations, including an ADU, require the prior written approval of the Association (see Procedure for Application, Approval, and Completion of Exterior Alterations).

APPLICATION: A completed 'Application for Architectural Alterations' form along with all required plans, specifications, drawings and other documents (collectively the "application") must be submitted to the Association and approved in writing by the Association before any work on any exterior alterations commences. Applications are available online at www.slvha.com or at the Association Office.

A \$100 fee (cost of processing *Application*) must also be submitted with the completed *Application*.

If the County requires a building permit the permit drawings and specifications submitted to the County must be the same as those approved by the Association.

If the County requires modifications to the plans, specifications, drawings, or other documents previously approved by the Association, the modified plans, specifications, drawings, or other documents must be resubmitted and approved in writing by the Association along with a revised application before starting any work.

AESTHETIC STANDARDS: Homeowner shall ensure the highest degree of architectural standards are kept when considering the addition of an ADU.

- a. ADU shall be conventionally constructed with foundation and utilize wood frame construction. Temporary, modular, shipping, tiny, or mobile units will not be allowed.
- b. When a garage is converted, the garage door shall be kept in place keeping the front elevation of the home intact.
- c. Additional entry doors shall be limited to non-street facing, keeping the main front door is the focus while an ADU door would be secondary.
- d. Architectural details such as window grids, wood details, roof pitches and overall character needs to be considered when adding an ADU. An ADU needs to incorporate overall period aesthetic standards that would appear as though the ADU was originally constructed with the home.
- e. A front yard street tree will be required to be planted in the County Right-of-Way or within the

first 6 feet of the front yard. The tree type shall be selected from the County Recommended Tree List.

- f. Additional landscape screening may be required to mitigate impacts from an ADU.
- g. Setbacks shall conform to existing CC&Rs and county policies.
- h. Second story ADUs will not be allowed when the ADU is the only living space on the second story. Second story exposed staircases are not allowed.
- i. The ADU shall not exceed one story. Height of the ADU shall not be greater than the existing structure.
- j. Neighborhood awareness notification will be in place to allow neighbor feedback.
- k. ADUs will be reviewed by the Architectural Control Committee with final approval by the Board of Directors.
- l. Parking shall be considered when an application is submitted. Homeowner is to indicate how they plan to address parking on the property, as well as street parking.
- m. Property lighting shall be considered when adding an ADU. Homeowner to indicate how they will address pathway lighting, unit lighting and etc.
- n. ADU shall meet county standards.
- o. Only one (1) ADU structure will be allowed to be built on any one lot.
- p. Square footage of the ADU shall not exceed fifty (50) percent of the existing living area or six hundred forty (640) square feet.

ASSOCIATION DECISION ON COMPLETED APPLICATION: The Association shall make a written decision on a proposed exterior alteration within sixty (60) days from the date that a completed application (including all required plans, specifications, drawings, and other documents) has been received by the Association. If a proposed exterior alteration has been disapproved, the written decision shall include both an explanation of why the proposed change is disapproved and a description of the procedure for reconsideration of the decision by the Board.

Approval of any application does not set a precedent for any other subsequent application by any owner.

The Board may delegate the responsibility to process applications and make a decision on an application to an executive committee, an individual director, or a duly appointed agent.

The Association has the right to inspect the worksite from time to time to insure compliance with the approved application. Failure to comply with any request for an inspection will be cause for the Association to take further action as authorized by the governing documents and applicable law.

RECONSIDERATION PROCESS: If a proposed exterior alteration is disapproved, the applicant is entitled to reconsideration by the Board, unless the disapproval was made by the Board at an open Board meeting. The applicant must deliver a written request for reconsideration to the Association within thirty (30) days of the date on the written decision letter of the disapproval. The request for reconsideration must contain the basis for the request and all documents supporting reconsideration. The request for reconsideration will be heard at an open Board meeting within sixty (60) days following the Association's receipt of the request for reconsideration.



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PROJECT REQUIREMENTS: Work on any approved application must begin within sixty (60) days from the date the application is approved, and must be completed within a reasonable time after commencement of the work or as specified by the Board.


To avoid the adverse impacts of construction/alterations on neighboring residences, all work shall be performed between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, and 9:00 a.m. and 5:00 p.m., Saturday. All "work" includes set-up and preparation activities, delivery of parts and materials, and clean-up activities at the end of the day. Violators are subject to a fine, pursuant to the Association's Fine Schedule.

The work site must be kept neat and orderly during all phases of the project. It is the applicant's responsibility to provide for immediate cleanup of any excavation or construction debris that inadvertently spills onto streets or adjoining properties. At no time shall the work obstruct the public right of ways, unless appropriate access agreements and/or encroachment permits are obtained.

After completion of the work, the work site will be cleared of all temporary structures, construction debris, excess dirt, and leftover materials. The owner shall notify the Association in writing (by any form of delivery that contains proof of delivery) that the work has been completed immediately upon completion of the work for which approval was required. The Association shall have the right to inspect the work, with reasonable notice to the owner and/or residents, for up to one (1) year after the work has been completed. The owner will be notified in writing of any items that do not conform to the original approved plans. The owner shall then remedy these items of noncompliance at the owner's sole expense by the time specified, which shall not exceed sixty (60) days.

Adopted by the San Lorenzo Village Homes Association Board of Directors on November 21, 2019

Certified as a true copy


Secretary of the Corporation