



# ADU TOOLKIT

#### Funding Acknowledgment

The development of this Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Implementation Policy, including all supporting zoning updates, public resources, and website materials, were made possible through funding provided by the California Department of Housing and Community Development's Local Early Action Planning (LEAP) Grant Program.

#### Adoption:

This policy shall become effective upon adoption by the City Council and shall apply to all ADU and JADU applications submitted thereafter.

Approved this 20 day of May, 2025.

City of Colusa City Council

# What is an ADU or JADU?

An Accessory Dwelling Unit (ADU) is a smaller, independent residential unit located on the same lot as a primary dwelling. These units can be detached, attached, or converted from existing space (e.g., garages or basements).

A Junior Accessory Dwelling Unit (JADU) is a small unit (no more than 500 sq ft) located entirely within a single-family home. It may share bathroom facilities with the main house but must have its own entrance and efficiency kitchen.



Feature	Accessory Dwelling Unit (ADU)	Junior Accessory Dwelling Unit (JADU)
<b>Maximum Size</b>	Up to 1,200 sq ft (detached); 50% of primary unit (attached); 45% (internal conversion)	500 sq ft (plus up to 150 sq ft for entrance)
<b>Allowed Structure Types</b>	Detached, attached, or converted structures	Must be within existing/proposed primary dwelling
<b>Separate Entrance Required</b>	Yes	Yes
<b>Kitchen Requirement</b>	Full kitchen	Efficiency kitchen only
<b>Bathroom</b>	Required	May be shared or separate
<b>Utility Connections</b>	Required if >750 sq ft or detached	Not required
<b>Parking Requirement</b>	1 off-street space (unless exempt)	Not required
<b>Zoning Eligibility</b>	Allowed on single-family and multifamily lots	Allowed on single-family lots only
<b>Deed Restriction Required</b>	No (unless specified by other conditions)	Yes – owner occupancy and non-separability required
<b>Rental Allowed</b>	Yes, minimum 30-day lease	Yes, minimum 30-day lease





# Eligibility and Permit Process

## ADU Eligibility

- Allowed on lots with existing/proposed single-family or multifamily dwellings
- Must comply with zoning regulations
- Cannot be rented for less than 30 consecutive days

## ADU Permit Process

### Step 1: Application Submittal

- Submit alongside building permit
- Include:
- Plot plan
  - Floor plan
  - Elevation drawings (if applicable)

### Step 2: Review

- Approved or denied within 60 days
- Denials must include correction list
- Some pre-2018 unpermitted units may be approved

## JADU Eligibility

- Allowed on lots with only one single-family home
- Cannot be rented for fewer than 30 consecutive days

## JADU Permit Process

### Step 1: Application Submittal

- Submit alongside building permit
- Include:
- Plot plan (if foundation is modified)
  - Floor plan (showing unit boundaries)
  - Deed restrictions

### Step 2: Review

- Approved or denied within 60 days
- Denials must include correction list

# ADU Development Standards

## **Setbacks:**

- 4 ft side and rear
- Front setback: match primary dwelling

## **Height Limits:**

- 16 ft (one story), 27 ft max
- Up to 18 ft allowed near transit or multi-story housing

## **Size Limits:**

- Detached: up to 1,200 sq ft
- Attached: up to 50% of main home
- Minimum: 850 sq ft (studio/1-BR), 1,000 sq ft (2+ BR)
- Internal conversion: max 45% or 1,200 sq ft

## **Lot Coverage:**

Must comply with zoning district

## **Design Standards:**

- Match 2+ features of main home: color, siding, architecture
- Ensure privacy (e.g., window placement)
- Separate entrance required

## **Utilities:**

- New connection and fees required if >750 sq ft
- No fees for internal conversions ≤750 sq ft

## **Parking:**

One space required unless:

- ≤750 sq ft
- Internal conversion
- Built with new home
- Garage/carport conversion



# JADU Development Standards

## **Size Limits:**

- Max 500 sq ft
- Must be within existing home walls (or garage)
- Optional: +150 sq ft for a separate entrance

## **Deed Restrictions:**

- JADU not to be sold separately
- Owner-occupancy required (unless public agency, land trust, nonprofit)
- Recorded with County Recorder

## **Must Haves:**

- Separate exterior entrance
- Efficiency Kitchen
- Option to share or have a separate bathroom

## **Utilities:**

- No separate utility connection required

## **Parking:**

- No additional or replacement parking required



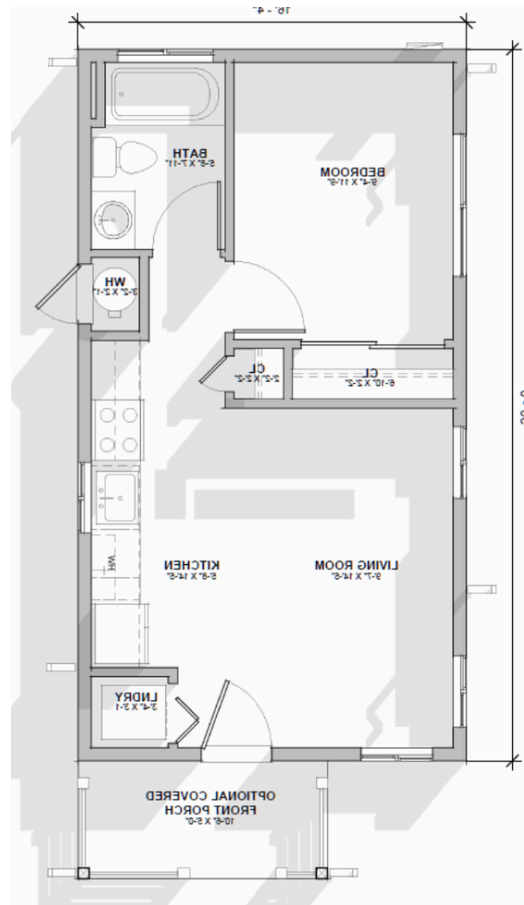


# Square Footage Allowances:

Unit Type	Maximum	Special Minimums
Detached ADU	1,200 sq ft	N/A
Attached ADU	50% of main residence	Minimum 850 sq ft (studio/1bd): 1,000 sq ft (2+ BR)
Internal Conversion ADU	45% of main residence or 1,200 sq ft	Minimum 850-1,000 sq ft based on bedrooms
JADU	500 sq ft	Plus up to 150 sq ft for separate entrance



# Pre-Approved Plans



Thinking about adding an Accessory Dwelling Unit (ADU) to your property?

The City of Colusa has you covered! We now offer four complete floorplans—each with three exterior styles –that are fully pre-approved and ready to use.

Best of all, these plans are available at no cost to Colusa residents, helping you save both time and money while making the permitting process smoother.





# Scenarios

Scenario 1: Homeowner with a 2,000 sq ft home

Option: Can build an attached ADU up to 1,000 sq ft (50% of main home size) or a detached ADU up to 1,200 sq ft.

Scenario 2: Homeowner with a 1,400 sq ft home

Option: Can build an attached ADU up to 850 sq ft minimum for a studio/1-bedroom ADU, or 1,000 sq ft for 2+ bedrooms, depending on configuration.

Scenario 3: Homeowner with a 1,000 sq ft home

Option: Attached ADU up to 850 sq ft minimum for studio/1-bedroom or 1,000 sq ft for 2+ bedrooms.

Internal Conversion ADU up to 450 sq ft (45% of 1,000 sq ft) within the existing residence.

Detached ADU up to 1,200 sq ft. ADU up to 500 sq ft within existing walls.

Scenario 4: Homeowner with an unused garage (600 sq ft)

Option: Can convert the garage into an ADU with minimal setbacks and no utility fees if the conversion is  $\leq 750$  sq ft.

Scenario 5: Homeowner wanting a small, cost-effective unit for a family member

Option: Can build a Junior ADU (JADU) within the existing home footprint, up to 500 sq ft, with no new parking or utility connection required.

Scenario 6: Homeowner near a transit corridor

Option: May build a detached ADU with height up to 18 feet due to proximity to transit, following standard setbacks.





# Start your project

## 1. Explore Your Options

- Consider whether you want a detached ADU, attached ADU, or a Junior ADU (inside your existing home).
- Review the City's pre-approved floorplans (4 available) and choose the layout that best fits your property and needs.
- Select from three exterior styles and elevations to match your home and neighborhood.

## 2. Connect with City Staff

- Contact the Planning & Building Department for guidance. Staff can walk you through requirements specific to your property, such as setbacks, utilities, and parking.
- Ask questions early—our goal is to make the process smooth and clear.

## 3. Prepare Your Application

- Submit your chosen pre-approved plan (no cost to you!).
- Provide a simple site plan showing where the ADU or JADU will be located on your property.
- If you choose not to use a pre-approved plan, you will need to hire a licensed design professional to prepare and submit custom plans for City review.

## 4. Get Your Permits

- With a pre-approved plan, the permitting process is much faster.
- If using custom plans, City staff will complete a full plan check, which may add additional time and review steps before permits are issued.
- Once approved, you'll receive the permits you need to begin construction.

## 5. Build & Enjoy

- Hire a licensed contractor to bring your new unit to life.
- Soon you'll have a brand-new living space—perfect for family, guests, or rental income.



# Information & Contacts

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[www.cityofcolusa.com/planning/accessory-dwelling-unit](http://www.cityofcolusa.com/planning/accessory-dwelling-unit)