



Junior Accessory Dwelling Unit Checklist

(Located within existing residence)
Submittal Requirement Checklist
(Corte Madera Municipal Code Section 18.31)

Address of Project Site

Definition: "Junior Accessory Dwelling Unit" means a housing unit that is

- No more than 500 square feet in size
- Contained entirely within an existing single-family structure
- May include separate sanitation facilities, or may share sanitation facilities with the existing structure
- A junior accessory dwelling unit must include an efficiency kitchen with all of the following: a sink, a cooking facility with appliances, and a food preparation area that is of reasonable size in relation to the size of the unit.

The following shall be required of the applicant:

1. Written Project Description

- A brief summary of the work to be done and the purpose of the Junior Accessory Dwelling Unit
- Gross floor area of the Junior Accessory Dwelling Unit
- Square footage of the living area of the primary residence

2. Owner Occupancy Agreement

Recordation of an Owner Occupancy Agreement / 30-day rental restriction (proof of recordation is required prior to building permit application approval)

3. Building Permit, subject to applicable codes

4. Certificate of Occupancy by the Building Division

A Certificate of Occupancy is required prior to occupancy

I have read and understand my obligations regarding the information necessary for a complete Junior Accessory Dwelling Unit Permit submittal within the Town of Corte Madera and the requirements included in Chapter 18.31 (Accessory Dwelling Units) of the zoning ordinance:

Signature of Owner or Authorized Agent

Type or Print Name of Owner or Authorized Agent

Date of Signature

Address of Project Site

Property Owner Email

Property Owner Phone Number