



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Ministerial Site Plan and Design Review Application (Accessory Dwelling Unit)

Attached and detached accessory Dwelling Units (ADUs) 16 feet in height or less and over 800 square feet are subject to the ADU Design Standards of Folsom Municipal Code (FMC) Section 17.105.150. The Community Development Director will approve with conditions or deny such application based on the standards set forth in FMC Section 17.105, and, in the Historic District, FMC Section 17.105.160.

Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

Property Owner Information (if different):

Name: _____	Phone: _____
Address: _____	

Owner/Agent Statement

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

Property Owner/Agent Signature: _____	Date: _____
---------------------------------------	-------------

Project Information:

Type of ADU: Attached Detached

Address: _____	Assessor's Parcel #: _____	
Builder/Contractor: _____	Phone: _____	
Subdivision Name: _____	Lot #: _____	
Are there any trees on site? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: _____	Are there any easements on site? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: _____	
Current Residence Size: _____ s.f.	Total Lot Size: _____ s.f.	Current Lot Coverage: _____ %
ADU Size: _____ s.f.	ADU height: _____ ft.	New Lot Coverage: _____ %

APPLICANT SIGNATURE: _____ DATE: _____

You will be notified within three business days if your submittal is incomplete or does not comply with code.



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Ministerial Site Plan and Design Review Submittal Requirements

The applicant shall submit the following information with the Community Development Department for review by the Community Development Director or the Planning Commission ([FMC 17.06.060](#)):

1. **Application Form** (Completed and signed)
2. **Application Fee** (\$63.00)
3. **A detailed site plan**, including but not limited to:
 - a. Site Information:
 - i. Site address, assessor's parcel number, subdivision, lot number, north arrow & scale
 - ii. Property area (square-footage of lot), building footprint (square-footage of all buildings), building coverage percentage
 - b. Site Layout:
 - i. Property line locations; lot dimensions; locations of all structures on lot; all front, side, rear, and building setback lines
4. **Building elevations** showing all sides of the structure(s) affected by the proposed construction
5. **Floor plans**
6. **Material samples and color board** (exterior), OR note on elevations stating that the exterior will match the existing residence
7. **Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the project location
8. **Arborist Report** is required if work is to be done near a protected tree or if removal of a protected tree(s) is required (refer to [Chapter 12.16](#) of the [FMC](#)). *
9. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a complete set of digital (PDF) online via the City's eTRAKiT online portal: <https://www.folsom.ca.us/government/community-development/epermit-center>

Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.

***Tree Permit Note:** Any project that has the potential to impact a Protected Tree(s), as defined in Chapter 12.16 of the [FMC](#), must submit a Tree Permit Application Form to the Community Development Department. The Tree Permit Application Form is subject to review and approval by the City Arborist. For more information refer to [FMC Chapter 12.16 \(Tree Preservation Ordinance\)](#).