



ACCESSORY DWELLING UNIT (ADU) / JUNIOR ACCESSORY DWELLING UNIT (JADU) CONCEPTUAL REVIEW APPLICATION

**Community Development Department
Planning Division**

Project Address _____

Request

- Accessory Dwelling Unit (ADU) – Conversion of Space or New Construction (pick one)
 Junior Accessory Dwelling Unit (JADU)

Applicant

- Owner Agent of Owner Architect Other
 Design Professional

Name: _____

Address: _____

Phone #: _____ Email: _____

Development Proposal

Check the boxes below that best describe the ADU(s)/JADU construction being proposed.

Single Family Developed Lot

(Lots with one or more detached dwellings)

- An addition attached to an existing or proposed single family residence
- A new detached structure
- An addition to an existing or proposed detached accessory structure
- Conversion of an existing detached accessory structure (i.e. garage, storage area or similar)
- Reconstruction of an existing detached accessory structure (with the same setbacks and same dimensions)
- Junior Accessory Dwelling Unit (JADU): conversion of living area within a single-family residence

Multi-Family Developed Lot

(Lots with two or more attached dwellings and/or both detached and attached dwellings are considered multi-family)

- Conversion of non-habitable space within an existing multi-family building
- New detached structures(S). How many?
- An addition to an existing or proposed detached accessory structure
- Conversion of an existing detached accessory structure (i.e. garage, storage area, or similar)
- Reconstruction of an existing detached accessory structure (with the same setbacks and dimensions)

PROPERTY OWNER’S ACKNOWLEDGMENT

I/We _____ am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked are true and correct to the best of my/our knowledge. I/We agree to any and all improvements as may be required.

Property Owner’s Signature: _____

Date: _____

If applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner’s signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant’s Signature: _____ Date: _____

Do Not Write Below This Line

Case Number

Initials _____

Date Stamp