



ADU _____

ACCESSORY DWELLING UNIT PERMIT

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**PROJECT ADDRESS:** _____**TYPE OF ADU:** ☐ SINGLE-FAMILY ☐ MULTI-FAMILY**PROPOSED ARCHITECTURAL STYLE:** _____ **ZONE CLASSIFICATION** _____**SQUARE FOOTAGES:** **EXISTING** _____ **NEW** _____ **REMODEL** _____

APPLICANT(S) NAME _____**MAILING ADDRESS** _____**CITY** _____ **STATE** _____ **ZIP** _____**E-MAIL ADDRESS** _____**TELEPHONE NO.** _____**PROPERTY OWNER(S) NAME** _____**MAILING ADDRESS** _____**CITY** _____ **STATE** _____ **ZIP** _____**E-MAIL ADDRESS** _____**TELEPHONE NO.** _____

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, I/WE HEREBY GRANT THE CITY OF ARCADIA PERMISSION TO POST THE ARCHITECTURAL PLANS ASSOCIATED WITH THIS APPLICATION ONLINE.

APPLICANT'S SIGNATURE_____
DATE_____
PROPERTY OWNER'S SIGNATURE_____
DATE

DATE FILED _____ **RECEIPT NO.** _____ **PAID** _____ **RECEIVED BY** _____

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee: \$775
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Plans/Elevations: Two (2) full sized plans, two (2) reduced size copies at 11"x17", and a digital copy in PDF format on a USB flash drive (site plan, floor plans, elevations, roof plans, and a landscaping plan). The full-sized plans must be drawn to scale and dimensioned to show the following:
 - a. Scale, north arrow, parkway width, and street address
 - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
 - c. Description of types of materials, colors, treatments, etc.
 - d. Mechanical equipment and easements
 - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- ☐ Photos (on USB flash drive) of the subject property as viewed from the street, sides, and rear yard, and the surrounding dwellings: two on each side and the five across the street.
- ☐ Materials and colors sample board (8½" x 11") and brochures of the doors, windows, fixtures, and other architectural elements. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications. Physical samples of roofing, stone or concrete material are typically not required.