



Preapproved ADU Request Form

By submitting an application for preapproval, the Applicant agrees to the following:

- I hereby request that the City review the enclosed application for Accessory Dwelling Unit (ADU) preapproval.
- I understand that preapproval of my ADU plans does not constitute an endorsement or recommendation of my design or my business services by the City of Arcadia.
- **Submittal Criteria.** I understand my preapproved ADU Plan Submittal must meet the criteria as described in this Preapproved ADU Program guidelines; and if the criteria are not met, my application will be rejected.
- **Timely Resubmittal of Additional Information.** I understand and agree to submit plans and application materials within the timelines provided in this Preapproved ADU Program application. If a request for additional information is made by the City, I understand that I must provide the additional information within 30 days, or as specified by the City, or my application will expire and not be approved.
- **Notification.** I understand that I will be notified of the City's decision to preapprove or not approve my plans. If my design is preapproved, the plans will be posted on the City's webpage along with my contact information for use by future clients.
- **Period of Validity.** I understand once an ADU plan is preapproved by the City, the preapproval will remain valid until the City adopts new building or zoning codes that apply to a preapproved ADU plan. The City will provide notice when such changes take place and how updated plans can be submitted. I understand I can make a request to the City to have my preapproved ADU plans removed from the City's webpage and plans will be removed within 30 days of the City receiving such a request. Please send any requests for plan removal to Planning@ArcadiaCA.gov.

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

APPLICANT NAME(S): _____

SIGNATURE: _____

If different than the contact information that is provided elsewhere in this application, please provide your contact information as you would like it to appear on our website:

NAME: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEBSITE: _____