



PLANNING DEVELOPMENT APPLICATION FOR AN
ACCESSORY DWELLING UNIT (ADU)
OR JUNIOR ADU
 PERMIT (ENTITLEMENT)

PLEASE READ:

- All of the following items are required for the application to be deemed “complete”. A written determination of the application’s completeness will be made by the City within 30 calendar days of the application submission date.
- The applicant is responsible for providing **complete, fully dimensioned** plans meeting current zoning code standards. Should the application be submitted with items missing, the application will be considered incomplete and no further work will be done on the project until the application is made complete.
- All case files made for new projects are digital, so the majority of projects will require digitally formatted plan sets/items. Simple plan sets drawn by hand can be scanned in, so long as they are legible in digital format.
- Note that replacement housing information will be required for projects requiring demolition of existing housing.
- ADU’s are governed by La Verne’s ADU Ordinance - La Verne Municipal Code Section 18.120 - Accessory Dwelling Units (<https://ecode360.com/44526378#44526378>).

REQUIRED SUBMITTAL ITEMS

FORMAT	ITEM OR PLAN SET
Digital (.pdf)	Only submit plan pages containing requested architectural plans/items. You will submit construction and energy details during Building & Safety review AFTER Planning approval.
Required	<p><u>SITE PLAN:</u></p> <ul style="list-style-type: none"> • A fully labeled and dimensioned plot plan (bird’s eye view) of the property including all existing and proposed structures. • A tabulated legend that includes lot coverage calculations (the size of the parcel, individual structures including covered patios/trellis/pergolas, sheds and other accessory structures with a roof on it). Separate the size of the first and second floors on multi-story buildings. Include an accurate North arrow pointing towards the top of the page. • Indicate all property lines, existing & proposed setbacks to property lines for ALL structures, structure separation measurements, easements, curb line(s), parking spaces and drive aisle(s), landscaping, and walls/fences/gates (both existing and proposed). • Indicate the species and caliper (diameter measured at four feet above soil/grade) of trees proposed to be relocated or removed. • Indicate any existing and proposed public improvements. • Provide zoning designation (ask the Planner), property owners information, as well as architects/engineers information. • The plan shall be drawn to scale (with a graphic scale). If scale is not verifiable on a .pdf or reduced size hard set, the called out measurement on the plan shall be accurate and Planning approval of that measurement will prevail. Inconsistencies shall be addressed to the satisfaction of the Community Development Department.
Required	<p><u>FLOOR PLAN:</u></p> <ul style="list-style-type: none"> • A fully labeled and dimensioned plan that shows existing and proposed walls, rooms, and other important internal features. Label the different rooms, features and indicate the size of each area in square feet.
Required	<p><u>COLORED ELEVATION PLAN:</u></p> <ul style="list-style-type: none"> • (IN COLOR) Scaled and dimensioned architectural character drawings of each side of the building.



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	<ul style="list-style-type: none"> Show and label texture, color and material of all exterior finishes including trim, doors & door frames, windows & window frames, or indicate "will match existing texture, color and materials". Key colors and materials to a legend somewhere on the elevation plan, or as a separate attached page.
Required	<p><u>OWNERSHIP VERIFICATION/PERMISSION:</u></p> <ul style="list-style-type: none"> Applicants must show ownership of the property by providing us with a copy of one of the following documents: Deed of Trust, Title Report, Letter of Authorization, Lot Book, or Subdivision Litigation Guarantee. Include a legal description, property encumbrances, In cases where there is a lease, a copy of the lease shall be submitted in addition to the above.
Required	<p><u>PROPOSED RENTAL RATE:</u> For information purposes only, provide the anticipated rental rate for a proposed new residential unit (i.e. ADU(s) or JADU). The rate CAN be "free" if rent will not be charged to occupants.</p>
Required	<p><u>PHOTOGRAPHIC SURVEY:</u> Digital photo files (jpeg or .png) of the site and surrounding area, including existing structures involved in the project from various perspectives.</p>
<p><u>REPLACEMENT HOUSING PLAN/INFORMATION:</u></p> <ul style="list-style-type: none"> Required ONLY if the scope of the project involves the demolition of existing housing. A written narrative describing the reasoning for demolition, the plan to relocate occupants of the housing to be demolished, and the plan for returning them after completion. 	

ANTICIPATED RENTAL RATE (FOR OFFICE INFORMATION ONLY)	
\$	
<p>Note: Rental rate above is not related to filing fees below – this is not paid to or charged by the City</p>	

ADU/JADU APPLICATION FILING FEES	
REVIEW IS \$0.50 PER SQUARE FOOT:	\$
RECORDS MANAGEMENT:	\$ 55.00
ENVIRONMENTAL DETERMINATION:	\$ 25.00
TOTAL:	\$