<table>
<thead>
<tr>
<th>TAX MAP KEY</th>
<th>ZONING DISTRICT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOT AREA:</td>
</tr>
</tbody>
</table>

ADDRESS/LOCATION OF PROPERTY:________________________ PHONE:________________________

APPLICANT:________________________ PHONE:________________________

AGENT:________________________ PHONE:________________________

NOTE: Plot plan and floor plan are to be submitted with this form. This form becomes void 210 business days after the first date of approval by a government agency.

### ADU - PART I (To be completed by Applicant)

1. PROPOSAL FOR: (check only one)
   - O One new attached unit
   - O Use of existing attached second unit
   - O One new detached unit
   - O Use of existing detached second unit
   - O Alteration work only (conversion of garage, guest quarters, recreation rooms, basement, etc.)
   - O Other

2. TOTAL NUMBER OF BEDROOMS IN BOTH UNITS: [ ] (for Dept. of Health review, if required)

3. PARCEL NOW SERVED BY OR HAS: (check Yes or No)
   - a. Minimum lot size required O Yes O No
   - b. City water O Yes O No
   - c. City sewers O Yes O No
   - d. Cesspool or septic tank. If "Yes", see II.b. - State Department of Health O Yes O No
   - e. Direct access to a street with minimum paved roadway width of 20 feet O Yes O No
   - f. Sufficient area for required number of parking spaces O Yes O No

### ADU - PART II (To be completed by government agencies)

If you do not meet any of the requirements below, permit cannot be granted.

#### I. DPP CUSTOMER SERVICES DIVISION:
Parcel meets zoning and lot size/dimension standards.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

#### II. WASTEWATER DISPOSAL (either a or b)

a. DPP WASTEWATER BRANCH: Sewer service is available and capacity is adequate.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

b. STATE DEPARTMENT OF HEALTH - WASTEWATER BRANCH: Existing/proposed individual wastewater system meets requirements.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

#### III. BOARD OF WATER SUPPLY - SERVICE ENGINEERING:
Existing water system is adequate.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

#### IV. FIRE DEPARTMENT:
Lot meets fire safety requirements.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

#### V. DPP ROADWAY ACCESS REVIEW:
Meets roadway requirements.

- O Yes O No

Checked by: ____________________________ Name and Signature ____________________________ Date ____________________________

Additional comments (attach if necessary):
OVERVIEW

The ADU Pre-Check Form verifies that the lot is appropriately zoned and meets the public facilities standards for the proposed ADU. The ADU Pre-Check Form does not give the Applicant permission to construct an ADU without obtaining a building permit.

Time Frame: The ADU Pre-Check Form becomes void 210 business days after the first date of approval by a government agency. If you do not apply for a building permit within 210 business days, a new ADU Pre-Check Form must be submitted.

Building Permit: When applying for an ADU building permit, the completed ADU Pre-Check Form has to be submitted along with the ADU building permit application, construction drawings, and other required documents to the DPP.

Note: Compliance with private covenants or lease restrictions prohibiting ADU on a lot is the Applicant’s responsibility.

INSTRUCTIONS FOR COMPLETING THE ADU PRE-CHECK FORM

a. Provide all information requests in Part I of the ADU Pre-Check Form.

b. Submit the ADU Pre-Check Form along with one copy each of the project’s plot plan and floor plan to the DPP’s Customer Service Division. On the plot plan, show lot dimensions, location of driveway, location of proposed work, distance from property lines, and other buildings, and other pertinent information.

c. Obtain approvals and signatures from agencies listed in Part II of the ADU Pre-Check Form. Some applications may also be required to obtain approval and signature from the DPP to confirm that the lot meets roadway requirements.

d. Approval from all applicable agencies has to be obtained. If any one requirement is not met, an ADU building permit cannot be granted.

Please consult with each agency for additional details and/or updates. For further assistance or information on how to complete the application, please contact the DPP at 768-8220 and leave a voice message.