



Applicant's Guide to Submitting **ACCESSORY DWELLING UNIT PERMIT APPLICATION**

PURPOSE:

An Accessory Dwelling Unit (ADU) Permit and building permit are required prior to the construction of any ADU subject to the provisions of [LFMC Sec. 9.146.050 \(D\)\(2\)](#)

APPLICATION FILING:

ADU Permit Applications may be submitted to the Community Development Department Monday, Tuesday, and Thursday 8:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 11:45 a.m., and Friday 8:00 a.m. to 5:00 p.m. The Community Development counter is closed for lunch 11:45 a.m. to 1:00 p.m. Applications will be acted upon ministerially within 60 days of receipt of a complete application. The 60-day timeline will be tolled for incomplete applications or upon written request of the applicant. For additional information on filing an ADU Permit application, please contact the Community Development Department at (949) 461-3460.

APPLICATION SUBMITTAL REQUIREMENTS:

The following information is required upon submittal:

1. Completed Accessory Dwelling Unit Permit application (including property owner approval signature).
2. A completed City of Lake Forest address assignment application for the proposed ADUs/JADUs.
3. Three sets of full-size, fully-dimensioned, to-scale project plans, one set of plans reduced to 8½" x 11", and one digital set of plans in PDF format provided on a CD, flash drive or via e-mail. **All full-sized plan sets must be folded to 8½" x 11"**. All plans shall contain the following information:
 - a. A site plan depicting all proposed and existing improvements, including, but not limited to: property lines; buildings and building floor areas; building setbacks (from property lines); parking spaces, driveways; ultimate street right-of-way lines, sidewalks; easements (location, dimensions, purpose); landscaped areas; walls and fences.
 - b. Fully-dimensioned complete and annotated floor plans for all existing and proposed structures uses.
 - c. Building elevations depicting all sides of all proposed structures, and including any existing structure(s) to which the proposed ADU is attached.
 - d. Project address on each sheet of the plan set.
 - e. Name and address of property owner and applicant on title sheet.
 - f. Drawing scale for all plans/elevations.
 - g. North arrow on all plan-view drawings.
 - h. Drawn date.