

ADU/JADU COMPLETION CHECKLIST

NOTICE OF INCOMPLETE APPLICATION



APPLICATION INFORMATION

Plan Check No.:	
Project Address:	
Project Description:	
Date Received:	
Date Reviewed:	
Plan Reviewer:	
Email:	
Telephone:	

REQUIRED INFORMATION / ITEM(S)

Your application has been reviewed, and the application has been deemed incomplete at this time. See the reasons below and please review detailed requirements at [ConnectLCF Required Submittals](#) and [Requirements for Plans](#) before resubmitting:

Provided	Not Provided	N/A	Item Description
			Survey
			Site Plan
			Floor Plan
			Building Elevations
			Roof Plan
			Preliminary Title Report
			Owner's Affidavit
			Other (e.g. Grading Plan, etc. if applicable)_____

Additional instructions/comments:

RESUBMITTAL INSTRUCTIONS

In order to resubmit your application to Building and Safety plan check, please follow the steps outlined below to ensure that there is no delay in processing your application:

- Ensure that all relevant sheets are included and legible.
- A survey is required if the proposed ADU (whether new construction or conversion of existing structure or area) is setback five feet or less from a side or rear property line. Or, if the proposed ADU is not sited five feet beyond the front-yard setback requirement.
- All plan sheets shall be combined into one plan set.
- Please consult the [ConnectLCF](#) Portal for the “Document Submission Standards” and the “File Naming Convention” instructions under the *Required Submittals* tab.

If you have any questions regarding required submittals, reach out to your case planner. The Planning Division is open from 7:00 A.M. to 5:00 P.M., Monday through Thursdays and from 8:00 A.M. to 5:00 P.M. on Fridays.