



City of Lakewood
STAFF DESIGN REVIEW (SDR)
ADU/JADU APPLICATION FORM

Please Type or Print Legibly and Scan OR use interactive PDF form

SUBMITTAL REQUIREMENTS - All plans and this application shall be submitted electronically in one PDF file that does not exceed 15 MB to myplans@lakewoodcity.org. Required pictures of the full site may be sent separately. E-mails are required as all written communications will be sent electronically.

PROJECT SITE ADDRESS: _____

PROJECT DESCRIPTION (check): [] ADU and/or [] JADU TYPE: [] ATTACHED [] DETACHED
CONSTRUCTION: [] GARAGE or OTHER CONVERSION [] NEW (w/ solar) [] ADDITION [] OTHER (describe)
Also list any additional modifications/additions to the primary host residence and list square footages:

PROPERTY OWNER (Applicant): _____

E-MAIL ADDRESS _____ PHONE: () _____

POSTAL ADDRESS _____ CITY _____ ZIP _____

REPRESENTATIVE: _____ PHONE: () _____

RELATIONSHIP (check): [] Architect [] Designer [] Engineer [] Other (specify): _____

BUSINESS NAME: _____

E-MAIL ADDRESS _____

POSTAL ADDRESS _____ CITY _____ ZIP _____

CONTRACTOR OR OTHER: _____ PHONE: () _____

E-MAIL ADDRESS _____

POSTAL ADDRESS _____ CITY _____ ZIP _____

IMPORTANT: Notification of the SDR action will be sent by e-mail to the property owner and any other representative listed above unless otherwise requested in writing.

OFFICIAL USE ONLY

SDR CASE NO: _____ ZONE: _____

ADDRESS - STREET NAME: _____

[] DETACHED ADU: _____ [] ATTACHED ADU #: _____ [] JADU #: _____

DATE ACCEPTED AS COMPLETE: _____ REVIEWED BY: _____

COMMENTS: Unpermitted construction/ Code Enforcement/Other: _____

CHECKLIST - ADU/JADU DEVELOPMENT STANDARDS

Designers use this list to confirm ADU design compliance.

PLAN PREPARATION: *Include both architectural and construction plans for faster processing.*

- The Plan PDF file shall not exceed 15 MB. Pictures of site may be sent in a separate PDF file.
- Structural and Title 24 Energy Calculations shall be in a separate PDF file to be submitted later.
- First sheet of the Plans following a copy of this application shall be the site plan with a scope of work.
- Include square footages of additions and demolitions. Do not add other information to the site plan.
- Site Plan shall have a vacant 4" x 6" white space for final city approval stamps and a project description.
- All Plans sheets should have at least 2" x 3" vacant space for approval stamps in upper right corners.

EXTERNAL IMPROVEMENTS: Site Plans shall include locations of the following:

- ADU address viewable from street ADU and house mailboxes together Storage – 6 trash carts
- Walkway from sidewalk to ADU min. 3-feet wide unobstructed ADU entry door min. 3-feet wide
- Any gate? If so, must have a pedestrian gate (*3'-4' wide with single hand operable door handle/latch*)
- Full Porch (e. g. 5' x 10') at ADU entry with roof and wrapped 6" x 6" posts. Alternative?
- Is there a space for outdoor chairs and a table? Indicate landscape pots or planters.
- Water heater (tank/tankless) for house and ADU Any AC? (*House/ADU Min. 5' to property line*)
- Roof matching primary? Architecture matching primary (wainscot, siding etc.)? New Unit Solar?
- Roof venting style compatible with primary? Indicate parallel water line from post-meter "T" to ADU

INTERNAL IMPROVEMENTS:

ADU: Floor Area: _____ Porch Area: _____ Setbacks: _____ Roof Height: _____

- Food prep area with appliances and cabinets Eating Sleeping Area w/ Closet Living (TV, etc.)
- Restroom (low threshold shower or tub?) _____ Tall/Elongated Toilet Laundry (Hookups Only)
- Emergency exit window? Y/N (*Suggested min. 3.5' tall x 5' wide*) Show furniture

Accessibility: Handrails for stairs or ramp Grab bars (toilet/shower)

- Hallways and doorways (min. 34" - 36") Electrical Outlets min. 18" to top of box

GARAGE CONVERSION:

- Garage door and frame fully removed Garage floor (Remodeled to be flat with a vapor barrier)

JADU: Floor Area: _____ Setbacks: _____

- Food prep area with appliances and cabinets Eating Sleeping Internal Door
- Living (TV, desk, chair/table etc.) Restroom (Shared?) Y/N 3 Additional Trash Carts?

Single-Family Residential ADU/JADU (All Plans into one PDF document less than 15 MB)

- All plans (site plan, roof plan, floor plan, 2D elevations, (and 3D elevations are requested)
(Floor plan should indicate furniture layout – and plans shall adhere to DRB Handbook standards)
- Electronic copies of color photos of all sides of all structures on the subject site – Separate PDF file.
- An electronic copy of the SDR application form Other requirements as specified by staff

Additional requirements for Multiple-Family Residential ADUs

- Electronic copy of Landscaping and Irrigation Plans
- Electronic copy of trash enclosure design and location
- Electronic copy of renderings and color elevations
- Other requirements as specified by staff to meet MFR zone requirements