



**ACCESSORY DWELLING UNIT (ADU) / JUNIOR ACCESSORY DWELLING UNIT (JADU) CONCEPTUAL REVIEW APPLICATION**

**Department of Community Development  
Planning Division**

(626) 932-5565  
[planning@monroviaca.gov](mailto:planning@monroviaca.gov)

The Planning Division offers complimentary concept reviews of all ADU/JADU proposals to facilitate streamlined zoning clearance. Please submit this completed form with your development plans (site plan, floor plan, roof plan, elevations) to commence the concept review process. **Please note:** Approval of a concept review does not constitute a building permit. Separate plan submittal into building plan check and building permits are required prior to construction.

**Project Address**

\_\_\_\_\_

**Applicant**

- Owner       Agent of Owner       Design Professional

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Request**

Check the boxes below that best describe the ADU(s)/JADU construction being proposed.

**Single Family Developed Lot**  
*(Lots with one or more detached dwellings)*

- An addition attached to an existing or proposed single family residence
- A new detached structure
- An addition to an existing or proposed detached accessory structure
- Conversion of an existing detached accessory structure (i.e. garage, storage area, or similar)
- Reconstruction of an existing detached accessory structure (with the same setbacks and same dimensions)
- Junior Accessory Dwelling Unit (JADU): conversion of living area within a single family residence

**Multi-family Developed Lot**  
*(Lots with two or more attached dwellings and/or both detached and attached dwellings are considered multifamily)*

- Conversion of non-habitable space within an existing multifamily building
- New detached structure(s) How many?
- An addition to an existing or proposed detached accessory structure
- Conversion of an existing detached accessory structure (i.e. garage, storage area, or similar)
- Reconstruction of an existing detached accessory structure (with the same setbacks and dimensions)

**Proposed Floor Area  
in Square Feet (SF)**

ADU(s) \_\_\_\_\_SF \_\_\_\_\_SF

JADU \_\_\_\_\_SF

**ADU Housing  
Questionnaire**

The City is required to report statistical data regarding ADU/JADU development to the State of California on an annual basis. Please answer the following questions to help Monrovia fulfill our reporting requirement. The answers provided will not affect the review/approval of the project, and personal information is not reported.

Is the ADU/JADU intended for a family member?  Yes  No

Is the ADU/ JADU intended as a rental unit?  Yes  No

If the ADU/JADU is a rental unit, what is the anticipated rent per month? \$\_\_\_\_\_

Undecided who will live in the ADU/JADU at this time:

**Submittal  
Checklist**

ADU submittals must be made in physical and digital format. Digital submittals should be emailed to the Planning Division at [planning@monroviaca.gov](mailto:planning@monroviaca.gov). Physical submittals must be printed to scale on 24 inch by 36 inch plans. Provide the following documents when submitting for conceptual review.

**Received    Submittal Materials**

- Completed Conceptual Review Form
- Architectural Plan (Site Plan/Floor Plan/Roof Plan/Elevations)
- Copy of the Property’s Recorded Grant Deed or Title Report\*
- Fee for Covenant Preparation (See current fee schedule for amount)

*\* Note, a Title Report may be required if the Grant Deed is missing information.*

**Covenant Required: The City records a covenant with the property owner agreeing to certain restrictions below for all ADU/JADUs. The City prepares the covenant for the property owner. The owner must sign, notarize, and returned the covenant to the City before a Final Inspection.**

- An ADU/JADU shall not be sold or otherwise conveyed separately from the primary residence.
- Owner-occupancy shall be required for a property developed with a JADU. The owner may reside in either the primary dwelling or the JADU.
- The ADU/JADU shall not be utilized as a short-term rental and shall not be rented for a term of less than 30 consecutive days.
- If an ADU is created by converting or demolishing a detached garage, carport or covered parking structure, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

**Owner Certification:** I hereby certify that I am the owner of the subject property herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for an ADU/JADU, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

\_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF USE ONLY**

**Project No.** MASTER20\_\_\_\_\_

COV20\_\_\_\_\_

ADD20\_\_\_\_\_

**Date Received:**\_\_\_\_\_

**Building Permit Issuance Date:**\_\_\_\_\_

**Final Inspection Date:**\_\_\_\_\_

**ADU/JADU Covenant Complete**

**Address Assignment Mailed**