



# City of Commerce

Community Development Department  
2535 Commerce Way  
Commerce, CA 90040  
Tel. (323)722-4805 • [planning-division@commerceca.gov](mailto:planning-division@commerceca.gov)

## ACCESSORY DWELLING/ JUNIOR ACCESSORY DWELLING UNIT REVIEW APPLICATION

### FOR OFFICE USE ONLY

**Project No:** \_\_\_\_\_ **Application Fee:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**APPLICATION COMPLETENESS:** Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

**NOTE:** The ADU/JADU Review Application is also available at the following website address:  
<https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

The City of Commerce shall accept and review applications for either new construction or conversions of existing structures to build an Accessory Dwelling Unit (ADU) and/or a Junior Accessory Dwelling Unit (JADU) in accordance with California Government Code Sections 65852.2 and 65852.22. ADU/JADUs shall comply with local building codes, and all development standards contained in Chapter 19.07.090 of the City of Commerce Municipal Code (CMC).

1. An **Accessory Dwelling Unit (ADU)** is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence.
2. A **Junior Accessory Dwelling Unit (JADU)** can be created within the walls of an existing or proposed single-family structure that is no larger than 500 square feet. All JADUs shall include separate sanitation facilities or share sanitation facilities with the existing or proposed single-family structure and provide an efficiency kitchen. Please note the owner must occupy the primary residence or the JADU.

A deed restriction shall be recorded requiring owner-occupancy in the single family residence in which the JADU will be permitted. The owner may reside in either the remaining portion of the structure or the newly JADU. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization. Additional documentation may be required for the preparation of the deed restriction.

### INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
  - 1 completed Application
  - 1 electronic copy of Site/Plot Plan to scale *(or 24”x 36” sheets if submitting in person)*
  - 1 electronic copy of Floor Plan to scale *(or 24”x 36” sheets if submitting in person)*
  - 1 electronic copy of Elevations to scale *(or 24”x 36” sheets if submitting in person)*
- C. Occupant’s Permission to Enter and Investigate Site
- D. Application Fee *(See link above for current ‘Fee Schedule’ information)*

**\*For electronic submittals email all required documents to: [planning-division@commerceca.gov](mailto:planning-division@commerceca.gov)**

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**APPLICANT INFORMATION:**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant *(If different from Property Owner)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

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**PROJECT INFORMATION:**

General Location or Project Address: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Legal Description of Property: *(Continue on separate page, if necessary)*

Present Zoning: \_\_\_\_\_ Current General Plan Designation: \_\_\_\_\_

Site Size: \_\_\_\_\_ Sq.Ft. / \_\_\_\_\_ Acres      Number of existing units on property: \_\_\_\_\_

Indicate type of project:     New Construction ADU                       Conversion of existing structure to ADU

*(Check all that apply)*     New Construction JADU                       Conversion of existing structure to JADU

Please describe the proposed ADU/JADU project in full detail: *(Include size, number of bedrooms, bathrooms, and any other amenities that will be provided, please be detailed and specific — Attach additional sheets if necessary).*

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the ADU/JADU requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*All property owners must sign this application. If this portion is completed by someone other than the property owner, written proof is required authorizing the individual to sign on behalf of the property owner.*

\_\_\_\_\_  
Property Owner/Approving Agent Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Deed Restriction filing date (if applicable): \_\_\_\_\_ Date routed to Building and Safety: \_\_\_\_\_

Planner: \_\_\_\_\_



**CITY OF COMMERCE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

<https://www.commerceca.gov/city-hall/community-development/planning>

**OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE**

City of Commerce  
Community Development Department  
2535 Commerce Way  
Commerce, CA 90040

I, \_\_\_\_\_, as \_\_\_\_\_  
(owner or lessee)

and occupant of the property located at: \_\_\_\_\_,

do hereby authorize representatives from the City of Commerce to enter upon the above-mentioned property for inspection purposes and to obtain photographs of the subject property to prepare the necessary reports associated with Public Hearing Case: \_\_\_\_\_.

This authorization is null and void upon the final decision on this particular case, made either by the Planning Commission or City Council of the City of Commerce.

I do/ do not have a dog or other animals on the premises.  
(circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be filled out by occupant (owner or lessee)**