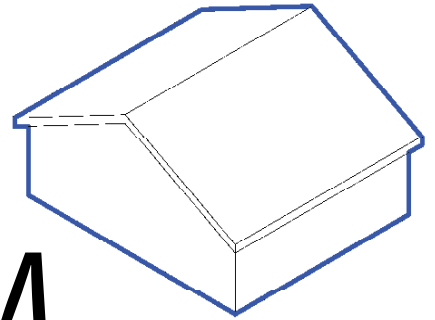




SECOND UNIT ADU PROGRAM



HOMEOWNER APPLICATION
OPTION 2: EXISTING UNPERMITTED ADU



+



+

Design
With
~~S~~kill

PASADENA SECOND UNIT ADU PROGRAM

Existing Unpermitted ADU Application

OVERVIEW

General Information

The Pasadena ADU pilot program is a new affordable housing initiative that incentivizes homeowners to create an affordable rental unit on their property. This program offers homeowners a “Comprehensive Assistance” for financing, designing, permitting, and constructing a new Accessory Dwelling Unit (ADU) in the City of Pasadena. This program offers homeowners financial assistance to rehabilitate and bring up to code an existing unpermitted “granny flat” or illegal garage conversion.

Through this program, an ADU Consultant will guide the homeowners in choosing the architect, builders, planners, and contractors needed for the ADU design and construction. The ADU Consultant will assist the homeowner at every stage from pre-design to permitting to bid preparation, and project oversight. The ADU Consultant will act as construction manager, and liaison between the general contractor and homeowner.

Incentives

- Applicant will receive project management services, an affordable design, and construction services.
- Rental income source as long as you own the property

What is an ADU

An Accessory Dwelling Unit (ADU) is a self-contained residential unit that shares the same lot as the primary residential dwelling. An ADU generally includes a living room, sleeping area, kitchen and a bathroom. Newly constructed ADUs are classified as a new structure or by an addition to an existing structure either attached to or detached from the primary single-family residence located on the same lot. Unpermitted “granny flats” or illegal conversions are not recognized by the City and pose a hazard due to construction performed not according to City building and safety codes.

***Code Enforcement Information and Notice:**

Properties that have an existing and unpermitted ADU which is not in compliance with the Pasadena Municipal Code may apply for the program. The purpose of this program is to help legalize such units. Please know that the intent of the program is not to refer unpermitted ADUs with code enforcement unless there is a life safety threat on the property, such as illegal and unsafe wiring, lack of adequate fire escape, and the like, and such threats will be required to be corrected immediately.

PASADENA SECOND UNIT ADU PROGRAM

Existing Unpermitted ADU Application

ELIGIBILITY REQUIREMENTS

OPTION 2 - Existing Unpermitted ADU (up to \$75,000)

The Second Unit ADU Program Option 2 applicant must meet the following eligibility criteria:

- Property must be owner occupied as primary residence
- Must currently or have had persons living in unpermitted ADU
- Household income under 80% area median income (AMI)

# of Persons in the Household	1	2	3	4	5	6	7	8
Maximum Annual Household Income 80% AMI	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950

Option #2 Existing Unpermitted ADU Applicant Scoring

- Property has open citation for unpermitted ADU (10 points)
- Property located in CDBG eligible census tract (8 points)
- Household has vulnerable occupant - Senior, Disabled or Minor (6 points)
- Urgent need as determined by visual inspection (Tie-breaker)

PASADENA SECOND UNIT ADU PROGRAM

Existing Unpermitted ADU Application

PRE-APPLICANT INFORMATION

Option 2: Existing Unpermitted ADU

1. Applicant Name (Last, First): _____
2. Applicant Address: _____
3. Contact Phone Number: _____
4. E-mail Contact: _____
5. Co-applicant Name (Last, First): _____
(Co-applicant must currently live in the household)
6. Pasadena Water and Power (PWP) account #? _____
7. Household Information:
Total Annual Household Income: \$ _____ / year
(refer to Appendix of Program Handbook on what is considered income)
Number of Persons Living in Household (including self): _____
8. Please list all persons living in the household (including self).

<u>NAME</u>	<u>AGE</u>	<u>DISABLED</u>	<u>CURRENT TOTAL MONTHLY INCOME</u>
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	\$ _____

PASADENA SECOND UNIT ADU PROGRAM

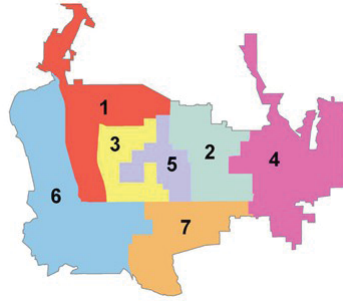
Existing Unpermitted ADU Pre-Application

PRE-APPLICANT INFORMATION (CONTINUED)

Option 2: Existing Unpermitted ADU

7. What Council District Is Property Located:

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> District 1 | <input type="checkbox"/> District 5 |
| <input type="checkbox"/> District 2 | <input type="checkbox"/> District 6 |
| <input type="checkbox"/> District 3 | <input type="checkbox"/> District 7 |
| <input type="checkbox"/> District 4 | |



8. Does property have open code compliance case for unpermitted ADU? If so , what is the open code compliance case number? _____

9. Has the unpermitted ADU ever been occupied? _____ Is the illegal ADU currently occupied? _____

10. Description of Scope of Work to be covered under the ADU loan program: _____

