



Planning Department  
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**For Planning Department Use:**

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

Filing Fee: \$1,610.00 \_\_\_\_\_

Case No.(s): \_\_\_\_\_

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

**APPLICATION FOR ADMINISTRATIVE ACTION**

Additions, New Garage, New Covered Porch, Etc.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**ATTACH PLANS (SITE PLAN, FLOOR PLAN, ELEVATIONS) AND PROVIDE PDF COPY AFTER CONSULTATION WITH PLANNER**

**APPLICANT INFORMATION**

Property Owner(s) \_\_\_\_\_

Property Owner(s) Mailing Address \_\_\_\_\_

Property Owner Phone Number and Email Address \_\_\_\_\_

Architect/Designer Name \_\_\_\_\_

Architect/Designer Mailing Address \_\_\_\_\_

Architect/Designer Phone Number and Email Address \_\_\_\_\_

**PROJECT LOCATION**

Address \_\_\_\_\_

**LAND USE**

Zone \_\_\_\_\_ General Plan Land Use Designation \_\_\_\_\_

Total Floor Area of Existing Primary Housing Unit(s): \_\_\_\_\_ square feet

**PROJECT DESCRIPTION**

(Provide detailed scope of work, including type of project. Include information about size of project in square feet.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER SIGNATURE(S)** \_\_\_\_\_

**NOTE:** If project includes an accessory dwelling unit (ADU), complete and submit an **Administrative Action/ADU Application**. If project requires both applications, only one fee of \$1,610.00 is required.