

**ELIGIBILITY & APPLICATION****PROPERTY AND APPLICANT INFORMATION:**

Property Address: _____

Owner Name: _____

Applicant Name (if different): _____

Phone: _____ Email: _____

Year of Construction: _____

Type of Unit: ☐ ADU ☐ JADU

Square Footage of Unit: _____ # of Bedrooms: _____ # of Bathrooms: _____

How was the unit created?

☐ Garage Conversion ☐ New Detached ☐ Addition ☐ Conversion of SFD

Other: _____

ELIGIBILITY QUESTIONS:

Do you have evidence that the unit was constructed before January 1, 2020?

☐ Yes ☐ No

Does the application include an addition other than the area constructed prior to January 1, 2020?

☐ Yes ☐ No

Is the unit currently occupied or habitable?

☐ Yes ☐ No

The unit is not and will not be offered or rented out to any individual for less than 31 days (i.e. short-term rental)?

☐ Yes ☐ No

Does the unit have its own independent exterior access?

☐ Yes ☐ No

Does the unit include its own independent kitchen (cooking facilities and sink)?

☐ Yes ☐ No

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Does the unit include its own independent bathroom (toilet, sink, and shower), or have access to the attached primary unit's bathroom through the interior connection if application is for a JADU?

☐ Yes ☐ No

To be eligible documentation will need to be submitted showing proof that the ADU or JADU was constructed/converted before January 1, 2020. The construction/conversion date may be established with one or more of the following forms of documentation:

- ☐ The County's Assessor's initial date recognizing the unpermitted dwelling unit
- ☐ Escrow documents identifying the unit and the year of construction
- ☐ Prior official Building, Planning, or Code Enforcement records of the unit
- ☐ Real estate transfer disclosure forms for an unpermitted unit
- ☐ Other documents will be considered on a case-by-case basis

SUBMITTAL REQUIREMENTS:

- ☐ Planning Division Covenant obtained and recorded (this will be given after the submittal; proof or recordation needs to be submitted before the permit is finalized)
- ☐ Site Plan showing location, size, and setbacks of the unit
- ☐ Floor Plan showing layout of unit (all spaces to be labeled)
- ☐ Photos of all sides of the unit
- ☐ Proof constructed before January 1, 2020
- ☐ Completed Seal Beach Substandard Housing Inspection Checklist
- ☐ Pay Site Plan Review fee (<https://www.sealbeachca.gov/Departments/Finance/Financial-Reports-Documents>), once paid, this fee is non-refundable.

OWNER DECLARATION:

I declare under the perjury that the information provided above is true and accurate. I understand that providing false information may result in the denial of the application.

Owner Name: _____

Owner Signature: _____ Date: _____