



City of Whittier

PLANNING DIVISION

13230 PENN STREET
WHITTIER, CALIFORNIA 90602-1772
PHONE (562)567-9320 FAX (562)567-2872
www.cityofwhittier.org

ACCESSORY DWELLING UNIT/ JUNIOR ADU APPLICATION

CASE NO: **ADU** _____ - _____


ASSOCIATED CASES:

1. PROJECT INFORMATION

PROJECT ADDRESS	ASSESSOR'S PARCEL NUMBER _____ - _____ - _____
LEGAL DESCRIPTION (I.E. LOT AND TRACT NUMBER)	
BRIEFLY DESCRIBE THE PROJECT	

2. APPLICANT INFORMATION*

If the applicant is not the property owner, the owner must complete the **Owner's Affidavit in Section 3*

NAME (IF THE APPLICANT IS AN ORGANIZATION, PLEASE INCLUDE A CONTACT PERSON)	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP	E-MAIL
RELATIONSHIP OF APPLICANT TO PROJECT (ARCHITECT, CONSULTANT, ETC.)	APPLICANT'S SIGNATURE:  DATE: _____

3. OWNER'S AFFIDAVIT

This affidavit allows the applicant identified in the box above to act in the owner's stead. The Planning Division will assume that the applicant will represent the project at any required public hearings. Although the owner will receive notice of any public hearings, all project correspondence will be sent to the designated project applicant.

I/We, the owner of the subject property, hereby authorize _____ to: APPLICANT'S NAME	
<input type="checkbox"/> Make application for Development Review for the subject property and/or; <input type="checkbox"/> Act for me in my place and stead at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.	
Owner's Signature:  _____	Date: _____
<i>(Owner agreements not acceptable in lieu of signature)</i>	
OWNER'S NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE ZIP	EMAIL

TO BE COMPLETED BY CITY STAFF

Accessory Dwelling Unit:

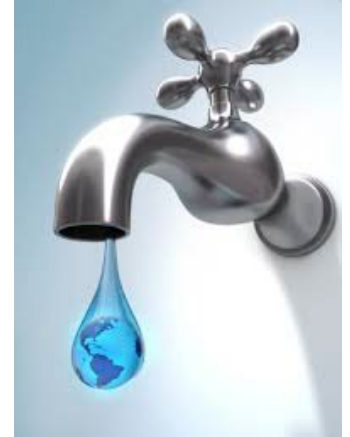
- Attached ADU: Conversion within existing SFR
 - Attached ADU: New Construction
 - Detached ADU: New Construction
- Detached ADU: Conversion entirely within detached accessory structure

RECEIVED BY: _____

DATE: _____

FEE: \$ _____ (ACT. PLAN)

WATER CONSERVATION



UPCOMING REQUIREMENTS – June 1, 2015:

Due to the water shortage and continuing drought, please provide the follow information as part of your submittal package:

- Will the project use reclaimed water?
- Will the project apply a water conservation strategy?
- Will the project use grey water?
- Will the project install low-flow bathroom faucets?
- Will the project install low-flow kitchen faucets?
- Will the project install low-flow toilets?
- Will the project install low-flow showers?
- Will the project employ turf reduction?
- Will the project use water-efficient irrigation systems?
- Will the project use water efficient landscape? If so,
 - What is the Maximum Applied Water Allowance (MAWA) in gal/yr, and the Estimated Total Water Use (ETWU) in gal/yr?
- Include a note on your plans indicating that the project will comply with Ordinance 2591 “Water Conservation in Landscaping” and Ordinance 2942 “Water Efficient Landscaping.”



Development Review

Application Checklist

PLANNING DIVISION

13230 PENN STREET
WHITTIER, CALIFORNIA 90602-1772
PHONE (562) 567-9320 FAX (562) 567-2872

All applications require the items below. Additional items depending on the type of proposal. Some checklist items are further explained in the sidebar to the left. The sidebar also includes other notes and tips to ensure your application is as complete as possible.

IMPORTANT NOTES

- All required items must be included or accounted for when you submit your application
- Incomplete submittals will delay the review process
- Plans must be designed to preserve existing parkway trees. Parkway trees may only be removed in cases of disease or hazardous circumstances. For information, contact the Park Department at (562) 567-9420

Applicant vs. Owner ◀

If you are not the owner of the property, be sure to complete the Owners Affidavit section of the application

Paper size vs. drawing size ◀

Please keep the drawings size proportionate to the paper size (i.e. do not submit 8" x 10" drawings on 24" x 36" sheets)

What is a site plan? ◀

A site plan is a scaled drawing showing the subject property from a bird's eye view. A sample site plan is included in this packet.

To the right is a list of all the elements you will need to include on your plan. In addition to this information, other exhibits, such as topographic maps and detail sheets may be required. Call the Planning Department if you're not sure if all these items are required.

As noted above, existing parkway trees must be preserved in place, unless a waiver from the Park Department is secured.

— A. Site Photographs

Provide 4" x 6" minimum-size color photographs showing all sides of the property. Do not mount the photographs.

— B. Architectural Drawings

Site Elevation Floor Roof Landscape

plans, as follows (drawing and lettering must be clear and readable):

1. 3 full-size plan sets (11" x 17" min., 24" x 36" max.)
2. 1 reduced-size plan set (8½" x 11" or 8½" x 14")
3. 1 electronic copy (flash drive, PDF)

◀ *Building Dept. requires three complete, full-size sets of plans at submittal including MEPs*

Site Plan must include:

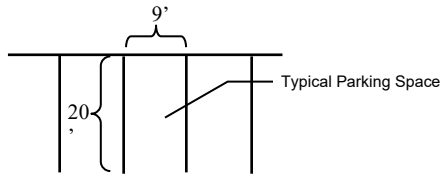
- A. Architect's/ Contractor's name and contact information
- B. Project address
- C. North arrow (orient to top of sheet if possible)
- D. Graphic and fractional scales
- E. Date of drawings (including subsequent revisions)
- F. Property line dimensions
- G. Required setbacks for the zone
***For all new single-family residences and additions to the front elevation of the existing residence, please provide the current front yard setback of two (2) contiguous properties on each side of the subject property.**
- H. Location and names of adjacent streets
- I. Public improvements within the parkway
- J. Structure location(s), dimensions and floor areas
- K. Setback dimensions
- L. dimensioned driveway widths (include curb cuts)
- M. Parking configuration
- N. Curbs, sidewalks and walkways (if applicable, after dedication)
- O. Walls and fences, existing and proposed (include height)
- P. Ground-mounted equipment and screening
- Q. Exterior lighting
- R. Signs

Parking space tabulation ◀

Within the parking area layout, include the number of parking spaces in each parking row

Uniform parking space size ◀

Indicate on the plan the typical parking spaces size (i.e. 9' x 20'). This is often done by dimensioning one of the parking spaces and labeling it "typical parking space"

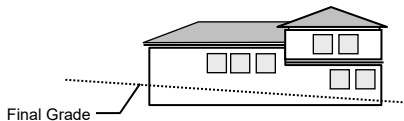


Lot coverage is the square footage of all overhead structures on the site divided by the total lot area ◀

Floor area ratio is the square footage of all *livable* floor area (including second stories) divided by the lot size ◀

What are elevations? ◀

Elevations are dimensioned drawings of the structure as a person standing in front of it would see it. Elevations must accurately represent the final building product.



Mailing Labels ◀

Property Owners And Occupants List From the latest equalized assessment roll of the County Assessor, compile a typewritten list of the names and mailing addresses of the owners of all lots or parcels within 100 feet (or surrounding 14 properties whichever is more) of the boundary of the subject property as shown on the vicinity map. Using **Avery 5160 or equivalent labels**, arrange the entries so they are numbered consecutively, corresponding with the numbers of the lots on the vicinity map. The property owners list should include address labels for the applicant, owner, and anyone associated with the project who may require a public hearing notice. **(Note: Zip Codes must be included.)**

Residential:

- A. Net lot area
- B. Number of units and stories proposed
- C. Area for each unit, and number of bedrooms
- D. Number of parking spaces covered and uncovered—proposed, existing and required
- E. Legal description
- F. Lot coverage

Floor Plan must include:

- A. All Floors
- B. Room type and dimensions
- C. Balconies and decks, dimensioned
- D. Window size and type
- E. Water heater location
- F. Door locations

Elevation Drawings must include:

- A. Dimensioned drawings of all relevant elevations
- B. Sections through areas of grade differentials
- C. Dimensioned building height
- D. Proposed signs (wall, projecting and freestanding)
- E. All architectural details intended for final construction, including wall-mounted lighting
- F. Front elevations of immediately adjacent structures
- G. Landscaping with approximately three years of growth
- H. Must be drawn to show final grading
- I. Roof pitch

Roof Plan must include:

- A. Location of HVAC units, if placed on the roof
- B. Screening of HVAC and other roof-top equipment

C. Colors and Materials Board

Submit one foam core or similar type board no larger than 18" x 24" with samples or accurate photographic representation of all proposed exterior materials and colors. On the board, include the project address and the designer's name and phone number. Identify the manufacturer and the item specification number of each sample.

D. Application Filing Fee

E. Please contact L.A. County Fire Department

- A. 5823 Rickenbacker Rd. Commerce, CA 90040-3027
(323) 890-4125



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Accessory Dwelling Unit (ADU) Handout for Single-Family (SF) and Multi-Family Properties

<p>What is an ADU?</p>	<p>An Accessory Dwelling Unit (ADU) is an attached or 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.</p> <p>An existing primary Single-Family Residence (SFR) may be converted to an ADU if it complies with the listed ADU requirements when a new, larger, primary residence is proposed to be constructed.</p> <p>The ADU cannot be sold or otherwise conveyed separately from the primary residence.</p> <p>NOTE: A proposed ADU must comply with Section 18.84: Historic Resources of the Whittier Municipal Code. Verify if the property includes any structures that are 50 years or older, located within a formal historic district, listed on the National, State and/or Local Official Register of Historic Resource, identified as eligible or designated as a landmark, or listed on the City's Residential Historic Survey. A Certificate of Appropriateness may be required. The ADU shall not be placed or constructed so as to result in adverse modification of any existing historic resource on the parcel. Compliance with the U.S. Secretary of Interior's Standards for Treatment of Historic Properties is strongly encouraged when dealing with historic resources.</p>
<p>An ADU is <u>permitted</u> with a Site Plan Review if:</p>	<p>The property is zoned H-R, R-E, R-1, (Single-Family zones) or R-2, R-3, R-4, R-5, (Multi-Family zones) or MU1, MU2, MU3 (Mixed-Use Zones), or SP (Specific Plan) where residential is listed as a permitted use and the property is developed with an existing or proposed residence.</p> <ul style="list-style-type: none">• You propose to convert an existing guest house, accessory living area, carriage house, caretaker's residence, garage, or similar areas to an ADU.• For multi-family properties, existing, attached non-habitable space may be converted to ADU's at up to 25% of the number of existing dwelling units on a property. In addition, two detached ADU's may be constructed. Detached garages or other detached accessory structures may be converted to ADU's, two maximum. A combination of converted detached non-habitable space and new construction is possible to a maximum of two detached ADU's.

Accessory Dwelling Unit (ADU) Handout

Building and Compatibility Requirements:	<p>All ADU's must comply with the minimum efficiency unit size requirements.</p> <ul style="list-style-type: none">• Min. Size: 150 Sq. Ft.• Living/bedroom area: 70 Sq. Ft.• Bathroom (Must include toilet, lavatory, and bathtub or shower): 30 Sq. Ft.• Kitchen/closets/hallways (Kitchen area with sink, stove, and refrigerator): 50 Sq. Ft. <p>An ADU shall be visually compatible in exterior appearance with the primary unit. See WMC Chapter 18.92 (Single-Family Design Guidelines) and Chapter 18.94 (Multi-Family Design Guidelines)</p> <p>The distance between structures shall be 10' minimum unless compliance would prohibit the construction of an ADU of at least 800 Sq. Ft.</p> <p>ADU's must be reviewed for compliance with fire flow standards of the County of Los Angeles Fire Department prior to submittal to Planning.</p> <p>Contact the Public Works Department to obtain additional requirements (i.e., sewer line, etc.)</p> <p>Questions about building requirements should be referred to Building and Safety.</p>
Height/ Second Floor:	<ul style="list-style-type: none">• An ADU shall not exceed one story and shall be no greater than 16' in height unless additional height is necessary to match the roof pitch of the primary structure.• If located within ½ mile walking distance of a major transit stop or high-quality transit corridor (defined in Section 21155 of the Public Resource Code) the ADU can be <u>18'</u> in height. An additional 2' in height may be added to accommodate a roof pitch to be consistent with the main structure. <p>An ADU may be built on a second floor if solely above a garage or accessory structure, and must conform to the following:</p> <ul style="list-style-type: none">• When the ADU is located on a second floor, the height shall be measured from the top of the first-floor top plate.• Accessory structures with habitable space, as defined by the California Building Code, or which have bathing facilities, are considered accessory area and subject to the requirements of Section 18.10.030 (H).• The floor area of the second floor shall not be more than 75% of the footprint of the first floor• Exterior Access: the stairway must be within the building or not visible from the public right-of-way.• Detached ADU's on Multi-Family properties may be developed as stacked units on top of each other, with a maximum height of 25'

Accessory Dwelling Unit (ADU) Handout

Parking and Driveway Requirements:

ADU Parking Requirements:

- 1 Tandem parking space that does not encroach onto a public sidewalk and complies with city code.
- Within a setback area that is determined feasible by city code.

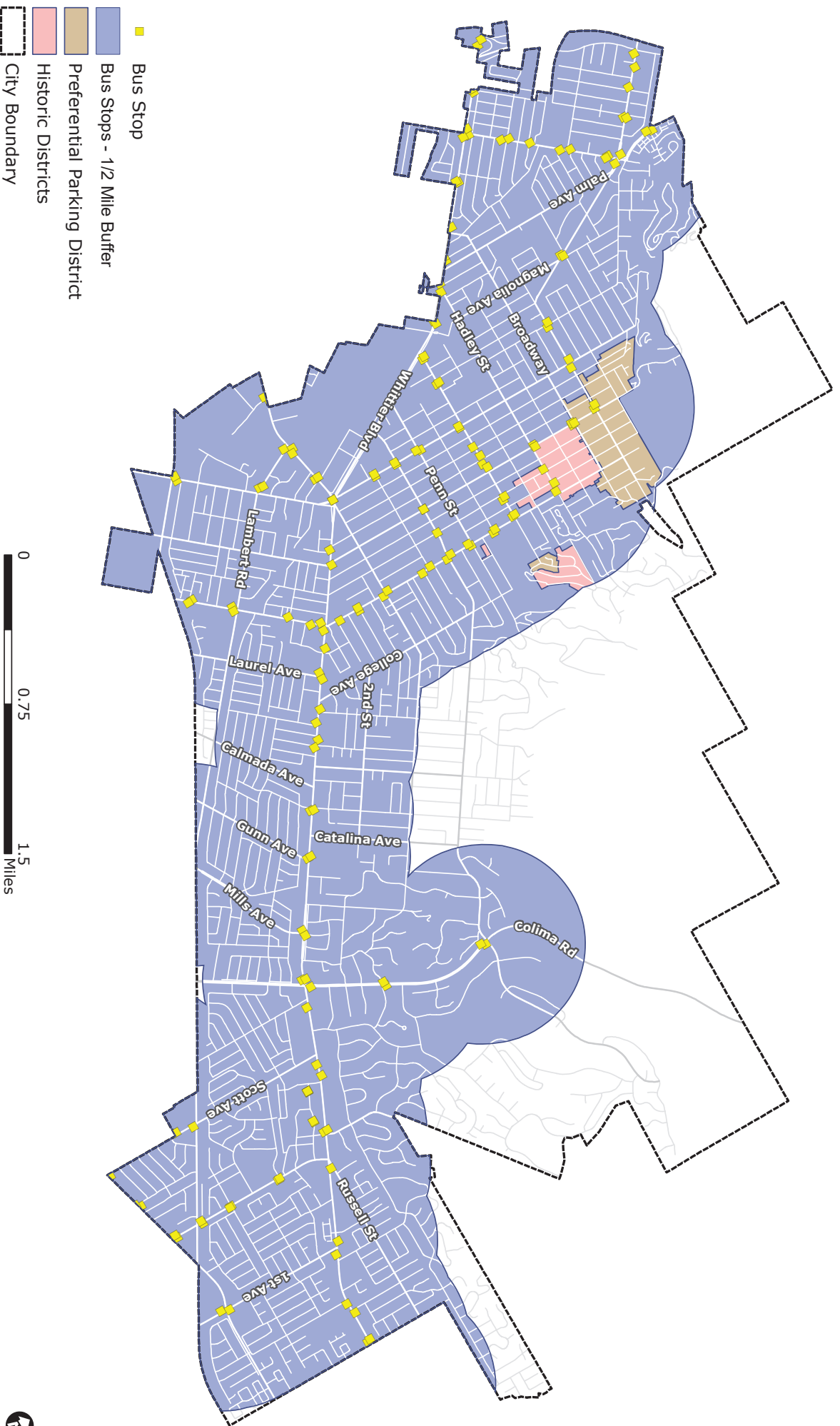
When ADU Parking is Not Required:

- It is located within ½ mile of a public transit stop (i.e., Bus stop, Bike Share station, Train Station) per Government Code 65852.2.
- The ADU does not have any bedrooms (e.g., studio).
- The ADU is located within a historic district.
- It is part of a proposed or existing primary residence or accessory building.
- When on-street parking permits are required but not offered to the occupant of the ADU.
- When there is a car share vehicle located within one block of the ADU.

Garage Requirements:

- Garage Conversion is allowed.
- If the Garage is demolished or converted to an ADU/JADU, the driveway must either: (1) continue the operation of one or more cars to lawfully park, or (2) at the applicant's sole cost, the driveway, the curb cut, and driveway apron shall be removed, a replacement curb and gutter installed, and a parkway installed in the manner of the immediate surroundings.
- Off-Street Parking spots need not be replaced when a garage, carport, or covered parking structure is converted to an ADU/JADU.
- 26 feet of clear backup space should be provided
- Parking Space of min. 10 ft. x 20 ft.
- Compact parking is not allowed.
- No additional curb cuts are permitted for an ADU.

Residential Properties within 1/2-Mile of Public Transportation Stops



Accessory Dwelling Unit (ADU) Handout

Development Standards (Existing or Proposed)				
Type of Project:	Maximum Size:	Setbacks:	Height: See details in General Standards	Other:
<p><u>Attached ADU:</u></p> <p>Conversion Within existing Single-Family Residence</p>	<p>1,000 sq. ft. with 2 or more bedrooms, or 50% of the existing primary residence (whichever is less)</p> <p align="center">Or</p> <p>850 sq. f.t with 0-1 bedrooms</p>	<p>Existing setbacks apply</p>	<p>16' Or 18* (See below)</p> <p>The roof design should match the main dwelling unit</p>	
<p>Conversion Within existing Multi-Family structure</p>	<p>150 sq. ft. minimum</p>	<p>Existing setbacks apply</p>	<p>Existing setbacks apply</p>	
<p><u>Attached ADU:</u></p> <p>New Construction Single-Family</p>	<p>Maximum of 1,000 sq. ft. with 2 or more bedrooms, or 50% of the existing primary residence (whichever is less)</p> <p align="center">Or</p> <p>850 sq. f.t with 0-1 bedrooms</p>	<p>Front: Comply with zone designation</p> <p>Street Side: 10' Interior Side: 4' Rear: 4'</p>	<p>16' Or 18* (see below)</p> <p>ADU may be two-story if the existing house is a two-story structure</p> <p>The design should match the main dwelling unit</p>	<p>Modification of some development standards may be approved in limited situations where compliance prevents the ability to propose an ADU.</p>

Accessory Dwelling Unit (ADU) Handout

Development Standards (Existing or Proposed)				
Type of Project:	Maximum Size:	Setbacks:	Height: See details in General Standards	Other:
<p><u>Detached ADU:</u></p> <p>New Construction Single Family</p>	<p>1,200 sq. ft. maximum 1,500 sq. ft. maximum on lots 20,000 sq. ft. and greater</p>	<p>Front: Comply with zone designation</p> <p>May be modified in limited situations where compliance prevents the ability to propose an ADU of at least 800 sq. ft.</p> <p>Street Side: 10' Interior Side: 4' Rear: 4'</p>	<p>16' Or 18* (See below)</p> <p>The design should match the main dwelling unit</p>	
<p>New Construction Multi-Family</p>	<p>800 sq. ft maximum</p>	<p>Front: Comply with zone designation</p> <p>Street Side: 10' Interior Side: 4' Rear: 4'</p>	<p>16' Or 18* (See below) or up to 25' if ADU's are stacked</p>	
<p><u>Detached ADU:</u></p> <p>Conversion entirely within detached accessory structure Single-Family</p>	<p>Up to 1,200 sq. ft. or the same as an existing legal non-conforming structure over 1, 200 sq. ft. plus up to 150 additional sq. ft. to accommodate access.</p>	<p>Existing setbacks apply</p>	<p>16' or 18* or non-conforming height.</p> <p>The design should match the primary dwelling unit</p>	<p>The existing structure may have non- conforming</p>
<p>Conversion entirely within detached accessory structure Multi-Family</p>	<p>800 sq. ft maximum</p>	<p>Front: Comply with zone designation.</p> <p>Interior Side: 4' Rear: 4'</p>	<p>The design should match the primary dwelling unit</p>	<p>Non-conforming setbacks may be maintained.</p>



City of Whittier

PUBLIC WORKS

13230 Penn Street, Whittier, California 90602-1716
(562) 567-9500 Fax (562) 567-2874 www.cityofwhittier.org

Ordinance No. 3059 approved December 13, 2016 amendments to Title 13 – Public Services, adding Chapter 13.34 Lateral Inspection and Repair requirements.

Per the above Ordinance, prior to issuance of your permit, a sewer lateral inspection video (with distance measurements shown on video) be provided to the city for inspection of the condition of the sewer lateral. The sewer lateral inspection video is required to be taken from the cleanout outside the foundation of your house to the point of connection with the City’s sewer main. If you do not have a clean out, one will need to be installed. Many local plumbers have the ability to complete these tasks on your behalf. That video, along with a fee of \$280 shall be submitted to the Public Works Counter on a DVD or USB. Public Works will review the video to determine if the sewer lateral is in good working order with no substantial cracks, leaking sags, separated joints, or blockages that allow sewage into the ground. If it’s determined that the sewer lateral requires repairs it will be the responsibility of the property owner to make the necessary repairs to bring the sewer lateral in to compliance. After completion of the repairs, the sewer lateral shall be re-video inspected and reviewed by Public Works to assure the needed repairs are complete and that the sewer lateral has been brought into compliance.

Applicant: _____
Site Address: _____
Phone: (____) _____

For Office Use Only

Video received by: _____
Date: _____
Fees: _____
Video reviewed by: _____
Lateral in compliance: Y or N
Repairs required Y or N

Post repair video received by: _____
Date: _____
Video reviewed by: _____
Lateral in compliance: Y or N
Reviewed and approved: _____

Public Works Department

_____ Date

See reverse side for video submittal details

All DVD's must include the following items listed below:

1. **Video's need to be submitted on a DVD or USB** drive that is playable on a standard DVD player.
2. Video can be black and white or in color.
3. Video needs to be recorded at a high resolution format.
4. A poor quality video or a video taken under water will not be acceptable.
5. **The video should show the front of the house/project site prior to the video camera entering the sewer lateral in order to verify the location.**
6. The video needs to provide a footage counter that is visible in the recorded video.
7. The sewer camera video speed **shall not exceed 2 feet per 5 seconds.**
8. Only the portion of the sewer lateral from 5 feet off the front of the house to the City's sewer main is required to be videoed.
9. For sewer mains located in alleys or easement areas, the video can begin 5 feet off the back or side of the house to the City's sewer main.



SEWERAGE SYSTEM CONNECTION FEE

Email: connectionfee@lacsd.org

Hours: 7:30 a.m. – 4:00 p.m., M – Th
7:30 a.m. – 3:00 p.m., Friday

District No: _____ (FOR DISTRICTS' USE ONLY)

Complete Items 1 through 10 – PLEASE TYPE OR PRINT

Date: _____

1. Property Owner(s): _____

2. Business or Project Name (Commercial Parcels Only): _____

3. Address of Property: _____
(STREET ADDRESS, CITY, STATE & ZIP CODE)

4. Contact Person: _____ Phone Number: () _____
(FIRST AND LAST NAME)

5. Mailing Address: _____
(IF DIFFERENT FROM ABOVE) (STREET ADDRESS, CITY, STATE & ZIP CODE)

6. County Assessor Map Book, Page, and Parcel Number (APN): - -

7. Structure is: Proposed (New Construction) Existing (Tenant Improvement) Existing (Septic to Sewer)

8. User Category and Units of Usage: (Check the appropriate box and provide the applicable information to the right)

a. RESIDENTIAL:	<input type="checkbox"/> Single Family Home(s)	<input type="checkbox"/> ADU /J-ADU	▶ Number of New Units: _____
	Tract # _____ Lot(s) _____		▶ Number of New Units: _____
	<input type="checkbox"/> Multi-Unit Residential (Apartments, Duplex, Triplex, etc.) <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Condominium/Townhome		
b. COMMERCIAL:	<input type="checkbox"/> Hotel/Motel		▶ Number of Rooms: _____
	<input type="checkbox"/> Convalescent Hospital / Home for the Aged		▶ Number of Beds: _____
	<input type="checkbox"/> Other (Specify): _____		▶ Improvement Sq. Ft: _____
c. INSTITUTIONAL:	<input type="checkbox"/> College/University		▶ Number of Students: _____
	<input type="checkbox"/> Private School		▶ Improvement Square Footage: _____
	<input type="checkbox"/> Church		
d. INDUSTRIAL:	<input type="checkbox"/> All Categories		▶ All industrial dischargers must obtain a permit for Industrial Wastewater discharge.

9. In order to process this application an architectural site and floor plan must be submitted (any size). This is not required for conversion from septic tank to sewer connection or for new single-family homes.

10. I certify that the information provided in this application is true and correct to the best of my knowledge.

_____ (Signature) _____ (Date)

OWNER AGENT FOR OWNER

Please pay by check or money order. We also accept VISA, MasterCard, American Express or Discover. Fee applies to payments made using debit and credit cards.
Make checks payable to: COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
Returned checks will be subject to penalty.

(FOR DISTRICTS' USE ONLY)
FEE CALCULATION FOR RESIDENTIAL, COMMERCIAL AND INSTITUTIONAL CATEGORIES

<input type="text"/>	x	\$ <input type="text"/>	=	\$ <input type="text"/>
Number of Units of Usage		Connection Fee per Unit of Usage		Connection Fee - Subtotal
SPECIAL CREDITS (only if applicable) <input type="checkbox"/> DEMOLITION CREDIT* <input type="checkbox"/> CHANGE IN USE CREDIT* Annexion Date: _____		* In order to receive credit, proof of demolition or former use must be submitted with your application (e.g. Demolition Permits, Original Plans, or Demolition Plan).		\$ <input type="text"/> <hr/> \$ <input type="text"/> Connection Fee - Total

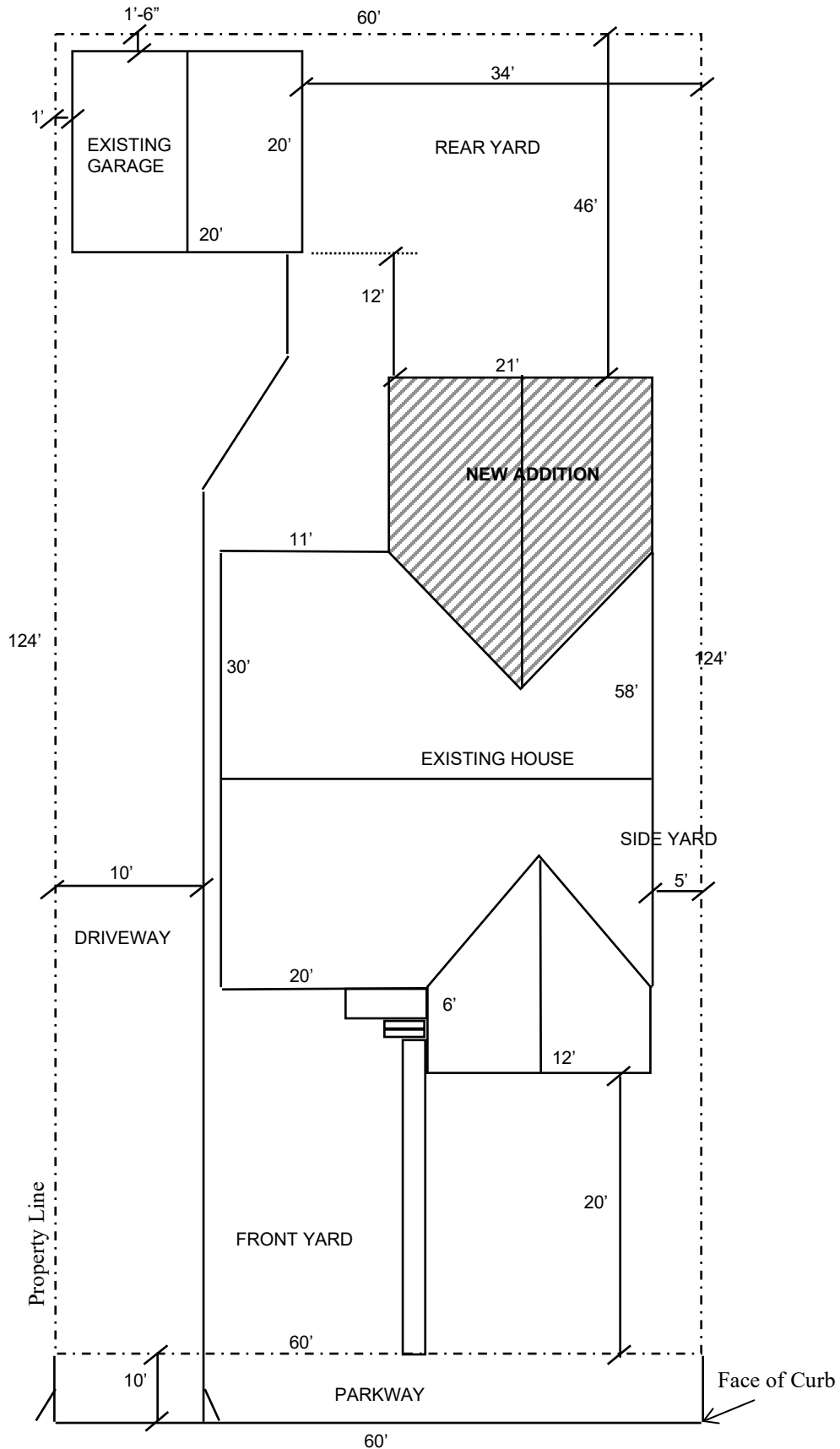
From: _____ D.C. Yes No Processed by: _____
 Amount: \$ _____ Check No. _____ Approval Date: _____ Approved by: _____



SAMPLE SITE PLAN

The Site Plan submitted for your home improvement project should show the following:

1. Location and dimensions of the lot lines
2. Location and size of all existing and proposed structures including front, side and rear setback dimensions, as well as structure dimensions
3. Location and width of driveway
4. The Site Plan should be drawn to scale and show a north arrow
5. The street address and name should be clearly indicated
6. The parkway width should be clearly indicated, and all public utilities should be shown
7. A floor plan and elevations may be required
8. All mechanical equipment (i.e. a/c units, water softeners, etc.) should be clearly indicated
9. Other information may be required as deemed necessary by the Planning Division
10. For additional information concerning the preparation of a Site Plan or requirements, or City Zoning Laws, please contact the Planning Division at (562)464-3380.



STREET NAME AND ADDRESS
Scale: 1/8 in. = 1 Foot





City of Whittier

BUILDING & SAFETY DIVISION

13230 Penn Street, Whittier, California 90602-1772
(562) 567-9320 Fax (562) 567-2872

Request for Change/ New Address

Date _____

I, _____, as legal owner of the subject property, request a change/ new address.

I am requesting a change/ new address for the following reason: _____

Upon receipt of this completed form, and payment of the fee, this department will research available addresses. Once the address is accepted by the owner from the one(s) available, City staff will notify the Postal Service, Tax Assessor, Fire Department, Police Department, Public Works Department, Planning Division, Southern California Edison, and Southern California Gas Co.

It is the responsibility of the property owner to notify all others. (i.e.: Phone, Cable, etc.)

	<u>Address:</u>	<u>Suite/ Apt. No.</u>
Existing:	_____	_____
New: (Requested)	_____	_____
Assessor's ID No.:	____ - ____ - ____	

Property Owners _____

Mailing Address: _____

I, the Legal Owner, agree to hold the City of Whittier Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of address on the subject property. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to change the address..

Property Owner Printed Name Property Owner's Signature Date

Received by: Printed Name Signature Date