



**MULTI-UNIT  
CONDOMINIUM  
ADU REQUEST  
P-36**

*Development Services*

**Planning Division**

1635 Faraday Avenue

(442) 339-2600

www.carlsbadca.gov

The following certification is required in order to process your building permit for an Accessory Dwelling Unit (ADU) upon a multi-unit condominium property. Please complete the following to be submitted with your initial Residential Building Plancheck application package.

**I certify that I have reached out to this multi-unit condominium property's regulating Home Owner's Association, \_\_\_\_\_, to confirm that this multi-unit condominium property contains \_\_\_\_ (enter number) existing primary units and \_\_\_\_ (enter number) existing Accessory Dwelling Units. With this proposed Accessory Dwelling Unit, the total number of Accessory Dwelling Units, existing and proposed, will be \_\_\_\_.**

**Home Owner's Association** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_

**Condominium Property Owner** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_

The letter template below may also be used in addition to the above required certification. This letter provides both you and the regulating Home Owner's Association the State of California government code (i.e. section 65852.2) documenting the number of ADUs converted from existing non-habitable space within privately air-space owned condominiums on multi-family properties is limited to 25% of the existing primary units.

Please enter your regulating  
Home Owner's Association  
Contact Name, if available  
HOA Suite, if available  
HOA Street Address  
HOA City State and Zip

Dear regulating Home Owner's Association/To whom it may concern:

I am applying for an Accessory Dwelling Unit (ADU) within my privately-owned air-space condominium through a City of Carlsbad Residential Building Permit.

Per the existing State of California government code section 65852.2, up to a maximum of 25% of all existing primary units upon a multi-family property are permitted to convert their non-habitable space into ADU living quarters.

Upon verification with you, this multi-unit condominium property contains \_\_\_\_ (enter number) existing primary units and \_\_\_\_ (enter number) existing Accessory Dwelling Units. With this proposed Accessory Dwelling Unit, the total number of Accessory Dwelling Units, existing and proposed, will be \_\_\_\_.

Sincerely,

Property Owner Signature

Property Owner Typewritten Name  
Property Owner Unit Number  
Property Owner Street Address  
Property Owner City State and Zip

Property Owner Phone Number  
Property Owner Email Address