

PROPERTY CONFIRMATION RECORD

ADU planning worksheet

Keep property facts, written answers and open decisions together before drawings and proposals advance. Use a separate question record for each agency, utility or project issue.

Print this blank worksheet and complete it by hand. Keep a copy with your project records. This PDF does not collect or send your information.

1. Identify the property and the goal

Property address

Assessor parcel number (APN)

Confirmed city / county jurisdiction

Jurisdiction confirmation source / date

Prepared by

Record prepared on

Intended occupants and desired use

Proposed unit type / count / approximate area

Plan version / drawing date

Existing primary dwelling / units

EXISTING RECORDS

2. Collect the existing records

Mark only records actually obtained. A checked item records receipt, not approval or completeness.

- ☐ Permit history / permit identifiers
- ☐ Existing-structure and unit records
- ☐ Survey / easements / available site plans
- ☐ Available utility service information
- ☐ Current drawings / plan version
- ☐ Itemized agency / utility / construction charges
- ☐ Governing documents, if applicable
- ☐ Agency correspondence / correction notices

Known structures / units / permit records and source**Known site constraints or issues needing review****Utility provider / known service information****Record gaps / missing documents**

3. RECORD QUESTIONS, SOURCES AND DECISIONS

Open question 1

Keep the written answer with its source and date. Record the relevant plan version. Retain previous answers when the design changes, and distinguish confirmed facts from estimates or unresolved assumptions.

Question or unresolved assumption

Responsible person or authority

Agency / process / request identifier

Question sent on

Trigger date / deadline basis

Written answer / conditions / limits

Answer received on

Source URL, document or saved-file reference

Decision waiting on the answer

Follow-up owner / next step

Plan version / superseded answer reference

3. RECORD QUESTIONS, SOURCES AND DECISIONS

Open question 2

Keep the written answer with its source and date. Record the relevant plan version. Retain previous answers when the design changes, and distinguish confirmed facts from estimates or unresolved assumptions.

Question or unresolved assumption

Responsible person or authority

Agency / process / request identifier

Question sent on

Trigger date / deadline basis

Written answer / conditions / limits

Answer received on

Source URL, document or saved-file reference

Decision waiting on the answer

Follow-up owner / next step

Plan version / superseded answer reference

Companion to "California ADU Laws for 2027: What Changes and What to Check." This is an organization aid, not a permit application, legal determination or property-eligibility approval. Refresh rules and agency guidance when proceeding.