



## Application Processing Time Tolling Declaration Form For Accessory Dwelling Units

I, \_\_\_\_\_ (*print name*), hereby declare that:

1. I am the applicant for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) permit at the following address:

\_\_\_\_\_.

2. I understand that California Government Code 66317 requires the City of San Francisco to approve or deny my ADU/JADU application within 60 days of receiving a complete application.
3. I acknowledge that if my initial application does not meet all pertinent code requirements, I may need to revise and resubmit my plans.
4. I understand that I can agree to either "toll" (pause) the 60-day review period while I make any necessary revisions to my plans and that doing so allows me to revise and resubmit my plans without the risk of my application being automatically denied after 60 days, or
5. That I can choose to adhere to the established timeline, wherein the Department of Building Inspection (DBI) may deny my application if it cannot establish code compliance within the 60-day period after my application is deemed complete.
6. I understand that if I choose to adhere to the established timeline (item 5 above) I must resubmit revised plans to the DBI at least 10 business days before the end of the 60-day period to allow sufficient time for recheck of my plans.
7. I acknowledge that the time between receiving the Completeness Letter and the final plan approval date will not count towards the 60-day review period, as long as I agree to tolling this time.

By signing below, I confirm that I have read, understood, and agree to the terms of this tolling declaration.

*Initial only one of the following:*

\_\_\_ I agree to tolling time. \_\_\_ I do not agree to tolling time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Application Number: \_\_\_\_\_

For DBI Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_