



## TOWN OF TRUCKEE APPLICATION FORM

### ACCESSORY DWELLING UNIT MASTER PLAN REIMBURSEMENT Up to \$1,200 per ADU Funded by Measure K

Thank you for your interest in the Town of Truckee's Accessory Dwelling Unit (ADU) Master Plan Reimbursement. This program is targeted for property owners who construct an Accessory Dwelling Unit using the Town's pre-approved [ADU Master Plans](#).

Prior to filling out this application, please thoroughly review the program guidelines for this reimbursement. The ADU must have been leased to a full-time occupant for at least one year before applying for the reimbursement. Program guidelines can be found on the Town of Truckee website at [www.townoftruckee.com/ADU](http://www.townoftruckee.com/ADU). For any questions, please contact the Town of Truckee Housing Division at [housing@townoftruckee.com](mailto:housing@townoftruckee.com) or 530-582-2492.

*Note: ADU Master Plan Reimbursement recipients are eligible for the Lease to Locals Program and the ADU Mini-Grant.*

#### SECTION 1: APPLICANT & ADU INFORMATION

Names (List full names of those listed on title)

Address of the ADU

Mailing address (if different from above)

Phone number

Email

Is the ADU located within the town limits of Truckee? (Not all Truckee addresses are within Town limits – [click here to check your address](#))

Yes                      No

Was the ADU created using the Town of Truckee’s ADU Master Plans?

Yes                      No

Was the ADU leased to a full-time occupant for at least one year?

Yes                      No

## **SECTION 2: SUBMISSION INSTRUCTIONS**

Please submit:

- The completed application
- Proof of ownership of the property where the ADU is located (e.g. grant deed, mortgage statement)
- Receipt from Jackson and Sands for cost of Master Plans and Title 24 energy calculations
- Copy of lease showing at least 12 months of full-time occupancy
- Contact information for ADU tenant (to confirm occupancy)

Via email to    [housing@townoftruckee.com](mailto:housing@townoftruckee.com)

Via mail to    Town of Truckee  
                  Attn: Housing Division  
                  10183 Truckee Airport Rd  
                  Truckee, CA 96161