

Accessory Dwelling Unit Application Requirements

PJR-038

PROCEDURE:

Accessory Dwelling Unit permit processing changed on January 1, 2017 in response to new State law. **Due to the new law, incomplete applications will not be accepted.** Read this information thoroughly. Speak with a planner before you prepare construction documents to make sure an Accessory Unit is possible on your site. The new State law does not apply to properties in the Coastal Zone; those properties are still subject to Local Coastal Plan requirements and coastal zoning code section 26C-325.1.

REQUIRED APPLICATION MATERIALS

To file an application for an Accessory Unit, submit the application materials below. Exception: If you are permitting an Accessory Unit under Sonoma County Code section 26-88-060(l) (Conversion of an Existing Structure in the R1 District), do not submit items 14 through 16.

1. An issued septic permit if the unit is served by a septic system (SEP__-____).
2. An issued well permit if the unit is served by a well (WEL__-____).
3. An issued grading permit, if required (GRD__-____).
4. An issued encroachment permit, if required (ENC__-____).
5. Will-serve letters with evidence of payment for water and sewer connections, if required.
6. A "Shared Lateral Response Letter" and site map showing existing and proposed external sewer lines if the unit will connect to an existing sewer lateral.
7. A legal non-conforming determination, if required (ZPE__-____).
8. A completed site evaluation, if required (BSR__-____).
9. Concealed construction verification plans if legalizing unpermitted work.
10. A completed Accessory Dwelling Unit Supplemental Application (PJR-039) and attachments, if any.
11. Relevant design details for properties within the SR (Scenic Resources) or HD (Historic District) districts.
12. Filing fees.
13. One complete building permit application and all submittal requirements in the Residential Plan Checklist (BPC-002). The building permit application must include a site plan meeting the minimum standards described in Minimum Standard Site Plan Requirements (CSS-019), a floor plan, and elevations. These plans must also include the following information.

Site Plan

- a. Location and identification of the existing primary residence, structures, and features and distances to property lines.
- b. Identify land uses on adjacent properties and depict buildings, structures, etc. within 50 ft. of the subject property.
- c. Location and dimensions of all parking spaces and driveways from adjacent roadways.
- d. Location of proposed wells and septic systems including distances to waterways, drainage courses, cut/fill areas, structures, and roadways.
- e. Location, width, name and status (public or private) of all existing and proposed roads and easements lying within, adjacent to, or serving the site, showing route of access from the road.

Floor Plans and Elevations

- a. All existing and proposed structures.
 - b. Scale, dimensions, and square footage of all residential and accessory structures. The entire unit, single family dwelling, or accessory structure to be converted, if any, must be shown.
 - c. Label all existing and proposed features including but not limited to bedrooms, bathrooms, kitchens, and independent exterior access.
14. One copy of the completed Planning Application form (PJR-001) and Indemnification Agreement form (PJR-011), signed by the property owner or an authorized agent accompanied by a written verification by the owner.
 15. One additional set of full size plans drawn to scale and one reduced (8-1/2" x 11") copy each of site plans and floor plans.
 16. Labeled photographs of existing primary dwelling.

FILING FEES:

See current fee schedule for Level II Zoning Permit and applicable referral fees. An additional site inspection fee may be charged for applications in outlying areas of the County. Make checks payable to PRMD.



Sonoma County Permit and Resource Management Department

2550 Ventura Avenue Santa Rosa CA 95403-2859 (707) 565-1900

www.PermitSonoma.org

S:\Handouts\ADUs and Jr. ADUs\PJR-038 Accessory Unit Application Requirements DRAFT MH.doc