

Sonoma Valley Planning Area Dwelling Unit Allotment Application Information

PJR-054

❖ **Background:** The Sonoma Valley Growth Management Ordinance requires a Dwelling Unit Allotment for most new residences in the Sonoma Valley Planning Area. An allotment must be approved prior to, or at the same time of, application for plan check. ❖

Note: Approved allotments can be subject to forfeiture if time limits for processing the associated building permit established by the Sonoma Valley Growth Management Ordinance are not met. The deadlines are:

June 30 of the allotment calendar year for plan check application.

December 1 of the allotment calendar year for building permit issuance.

Procedure:

1. Contact the Permit and Resource Management Department (PRMD) for information and an application form. The allotment process covers three types of residential construction:

Category 1: Includes Second Dwelling Units, Farmworker Housing, Agricultural Employee Housing, Residential Community Care Facilities, and reconstruction of existing legal units. Allotments are not required for Category 1 units.

Category 2: Includes a single unit on a single lot, and more than one unit on one or more lots, but only if the units meet affordability criteria. Once a property owner has been granted a Category 2 allotment, no other Category 2 allotments can be approved for that owner.

Category 3: Includes projects with single units on multiple adjoining lots or multiple units on one lot, where the units do not meet affordability criteria (please refer to the Growth Management Ordinance for criteria).

2. Apply at PRMD.

Category 2: An allotment application may be filed at any time and must be accompanied by:

- a) A completed Dwelling Unit Allotment Application (Form [PJR-055](#))
- b) A site plan which must include, at a minimum, the information required on the Minimum Standard Site Plan, (Form [CSS-019](#))
- c) A copy of the deed(s) for the subject parcel(s), showing all legal owners.
- d) An application fee (See current PRMD Project Review fee schedule).

Category 3: Applications may be submitted on the first business day of the allotment year. Applications are accepted on a first-come, first-served basis, and must be accompanied by the items listed above for Category 2 allotments.

3. If all necessary information has been provided with the application, PRMD staff will approve the allotment and assign an allotment number.

Sonoma County Permit and Resource Management Department

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