



Applicant Instructions: Processing ADU/JADU Deed Restrictions (Without Affordability Contract)

When creating an Accessory Dwelling Unit (ADU), or Junior Accessory Dwelling Unit (JADU); a Declaration of Restrictions of Occupancy (Commonly-known as a “Deed Restriction”) must be executed and recorded prior to occupancy (Final Inspection) of the unit.

Instructions:

1. Upon submittal of an application (plans, specifications, details and plan review fees) for an ADU or JADU; Planning & Economic Development (PED) staff will provide you with the deed restriction document and these instructions for review. *Do not fill out the Deed Restriction at this time.* Both can also be found here: <https://srcity.org/adu>.
2. Obtain a copy of the Grant Deed for your property. It can be obtained at the Sonoma County Clerk-Recorder’s Offices at 585 Fiscal Drive, Suite #103F, Santa Rosa, CA 95403; phone 707-565-3800. Current hours of operation are: Monday & Tuesday; 8AM-5PM; Wednesday; 8AM-4PM, Thursday & Friday 8AM-5PM. There is a minimal fee for obtaining document copies.
3. Contact Housing & Community Services (HCS) to arrange to submit your Grant Deed to HCS:
 - Contact: Nancy Manchester at 707-543-4339 or nmanchester@srcity.org
 - Alternate Contact: Kim Grindell at 707-543-4712 or kgrindell@srcity.org
4. Upon receipt of your Grant Deed, HCS will prepare the Deed Restriction form for your signature and contact you to arrange an appointment to sign the document with the staff notary. ***Note: All owners of record (their names are on the recorded Grant Deed) must sign the Deed Restriction.***
5. Upon completion of your appointment with HCS personnel, HCS will obtain the remaining approvals and signatures from the City Attorney’s Office and the Director of Planning & Economic Development.
6. Upon completion of the remaining signatures and approvals HCS staff will contact you to pick up the Deed Restriction to be recorded. Written instructions for recording the Deed Restriction will be included with the signed Deed Restriction.
7. After you record the Deed Restriction at the County Clerk-Recorder’s Offices, return the conformed copy of the Deed Restriction to HCS staff.
8. HCS will forward the conformed Deed Restriction to Planning & Economic Development, who will then document the receipt of the recorded document and allow occupancy (final inspection) of the ADU or JADU.