



Applicant Instructions: Processing JADU Deed Restrictions (With Affordability Contract)

When creating a Junior Accessory Dwelling Unit (JADU); a Declaration of Restrictions of Occupancy (Commonly-known as a "Deed Restriction") must be executed prior to occupancy (Final Inspection) of the unit.

Instructions:

1. Upon submittal of an application (plans, specifications, details and plan review fees) for a JADU, Planning & Economic Development (PED) staff will provide you with the deed restriction document, affordability contract, and these instructions. These can also be found here: <https://srcity.org/adu>
2. You will be required to obtain a copy of the Grant Deed for your property. It can be obtained at the Sonoma County Clerk-Recorder's Offices:
 - 585 Fiscal Drive #103F, Santa Rosa, CA 95403
 - They can be contacted at (707) 565-3800
 - Hours: 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 set an appointment for notarization of the document:
 - Contact Angela Morgan at (707) 543-3465 or amorgan@srcity.org
 - Alternate Contact: Megan Basinger: (707) 543-3303 or mbasinger@srcity.org

Note: All owners of record (their names are on the recorded Grant Deed) must sign the Deed Restriction and the Affordability Contract.

4. Upon completion of your appointment with HCS personnel, HCS will obtain the remaining approvals and signatures from the City Attorney's Office, the Director of Housing & Community Services, and the Director of Planning & Economic Development.
5. HCS will have the documents recorded at the Sonoma County Clerk-Recorder's Office, maintain the "conformed copies" for their records, and provide copies to Planning & Economic Development.

Note: Copies of the recorded documents will be mailed to you.

6. Planning & Economic Development will document the receipt of the recorded documents and allow occupancy (final inspection) of the JADU.