



Applicant Instructions: Processing JADU Deed Restrictions

When creating a 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 a 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. There is a nominal fee for obtaining document copies.
3. Contact Housing & Community Services (HCS) to arrange to submit your Grant Deed to HCS:
 - Contact: Angela Morgan at 707-543-3465 or amorgan@srcity.org
 - Alternate Contact: Jennifer Mendoza at 707-543-4712 or jmendoza@srcity.org
4. Upon receipt of your Grant Deed, HCS will prepare the Deed Restriction for you sign, witnessed and attested by a notary. **Note: All owners of record (their names are on the recorded Grant Deed) must sign the Deed Restriction.**
5. Once you’ve signed the Deed Restriction, and had your signature notarized, return the Deed Restriction to HCS personnel by mail, HCS will obtain the remaining approvals and signatures from City staff.
6. Upon completion of the remaining signatures and approvals HCS staff will have the Deed Restriction recorded with the County Recorder’s Office. Alternatively, you may pick up the Deed Restriction to be recorded and return the conformed copy of the Deed Restriction to HCS staff.
7. 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 JADU.