



Applicant Instructions: Processing ADU/JADU Deed Restrictions (With 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 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, the affordability contract, and these instructions for review. *Do not fill out the Deed Restriction or the Affordability Contract 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 and Affordability Contract forms for your signature and contact you to arrange an appointment to sign the documents with the staff notary.
Note: All owners of record (their names are on the recorded Grant Deed) must sign the Deed Restriction and Affordability Contract.
5. 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 Planning & Economic Development and the Director of Housing & Community Services.
6. Upon completion of the remaining signatures and approvals HCS staff will contact you to pick up the Deed Restriction and Affordability Contract to be recorded. Written instructions for recording the Deed Restriction and the Affordability Contract will be included with the signed documents.
7. After you record the Deed Restriction and the Affordability Contract at the County Clerk-Recorder's Offices, return the conformed copies of both documents to HCS staff.



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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.
9. When you have selected a tenant to occupy your ADU or JADU, please contact HCS staff at the number above for a list of the required information to submit for certification of your chosen tenant and approval of your proposed affordable rent. Current Income Guidelines are on the City's website at <https://srcity.org/DocumentCenter/View/20556/Income-Guidelines> and current Affordable Housing Program Rents affecting ADUs are located at <https://srcity.org/DocumentCenter/View/20474/Affordable-Housing-Program-Rents-Chart-PDF>.