

Interim Guidance Accessory Dwelling Units

An Accessory Dwelling Unit (ADU) is an attached or detached residential dwelling, located on the same parcel as an existing single-family dwelling, that provides complete independent living facilities, including sleeping, cooking, bathing, and sanitation. As of January 1, 2017, Santa Rosa Zoning Code Section 20-42.130 and that portion of 20-36.040 pertaining to accessory dwelling units are superseded by state law. The following guidance is provided until City ordinances implementing state law are enacted.

Requirements Applicable to All Accessory Dwelling Units

Accessory Dwelling Units may be constructed on any property zoned for single or multiple family residential use with one single-family detached dwelling. Revisions to state law provide exemption from utility connection fees in specific circumstances detailed below. All other applicable development fees are still in effect. An Accessory Dwelling Unit may not be required to provide fire sprinklers unless they are required for the primary residence. Contact the Santa Rosa Fire Department at 543-3500 for more information.

All new Accessory Dwelling Units, including new Detached or Attached Accessory Dwelling Units, conversion of garages and other accessory structures to Accessory Dwelling Units, and conversion of a portion of a single family dwelling to include an Accessory Dwelling Unit must provide the following application materials (except where noted), along with an application for a building permit:

- PROJECT DESCRIPTION** – Narrative that states the type and location of the unit on the lot, its square footage, its relationship to the single family dwelling, including access, location, and dimensions of proposed parking, if any.
- SITE PLAN** - A site plan must be scalable and include dimensions. The plan shall include location and dimensioned setbacks of all existing and proposed structures on the site and structures located within 50 feet of the site; all easements, building envelopes, and, if a lot is in an existing subdivision, special requirements of the subdivision as shown on the Final Map and improvement plans; and average slope calculations for the site.
- FLOOR PLANS** – A floor plan, drawn to scale, showing the dimensions of each room, and the resulting floor area. The use of each room shall be identified, and the size and location of all windows and doors shall be clearly shown.
- ELEVATIONS** - Architectural elevations of each side of the proposed structure showing all openings, exterior finishes, original and finish grades, stepped footing outline, and roof pitch. (Not required for internal conversion if no exterior alterations are proposed).
- CROSS SECTIONS** - Building cross sections including structural wall elements, roof, foundation, fireplace and any other sections necessary to illustrate earth-to-wood clearances and floor to ceiling heights.
- PHOTOGRAPHS** - Color photographs of the site and adjacent properties, taken from each property line of the site, to show the project site and adjacent sites. Label each photograph and reference to a separate site plan indicating the location and direction of each photograph. (Not required for internal conversion).

Applications will not be accepted unless *each* of the foregoing items has been submitted.

Additional Requirements for new Detached or Attached Accessory Dwelling Unit

New Accessory Dwelling Units are subject to development standards required for the primary residence. These include building setbacks, lot coverage, and building height.

The floor area of a detached accessory dwelling may not exceed 1,200 square feet.

The floor area of an attached accessory dwelling may not exceed 50% of the existing living area and may not exceed 1,200 square feet.

Applicants are encouraged to address other design considerations including architectural compatibility, such as similar architectural features, colors and materials as the primary residence or adjacent residences. A new accessory dwelling must also minimize privacy impacts to adjacent properties, through window or balcony placement, screening treatments and other means.

One parking space must be provided, and it may be tandem or in an existing driveway. No parking will be required if any of the following circumstances exist:

- The ADU is located:
 - within one-half mile of public transit.
 - within a historic preservation district.
 - within one block of a car share vehicle.

For this to apply, the applicant must provide a map illustrating the parcel where the ADU is proposed and its relationship to transit or a car share location. Location in a historic district can be confirmed by City staff.

Utility fees. A new utility connection and associated water and sewer connection fees will be required.

Additional Requirements for Internal Conversion to create new Accessory Dwelling Unit

An internal conversion shall not exceed 50% of the existing habitable space and 1,200 square feet in floor area. An independent exterior access shall be provided. Rear and side setbacks must be sufficient for fire safety.

No additional parking space is required for an internal conversion of a portion of a single family unit.

Utilities. No new separate water or sewer utility connection between the accessory dwelling and the utility will be required, and no connection fees will be required. A second meter is not required but is encouraged.

Additional Requirements for Garage Conversion to create new Accessory Dwelling Unit

No setback will be required for an existing garage that is converted to an accessory dwelling unit, and a five foot setback from the side and rear property lines will be required for an accessory structure constructed above an existing garage.

A parking space is required for a garage conversion subject to the same exemptions listed above for new detached or attached accessory dwelling units.

Utilities. A new utility connection and associated water and sewer connection fees will be required for new construction above an existing garage or expansion of an existing garage. For conversion of existing garages with no new square footage, no connection fees or new separate water or sewer utility connection between the accessory dwelling and the utility will be required. A second meter is not required but is encouraged. *Note: This guidance does not include Junior Accessory Dwelling Units. JADU will be addressed when the Accessory Dwelling Unit ordinance is prepared.*