

Accessory Dwelling Unit Checklist

PJR-149

This checklist will help ensure that your plans for a new accessory dwelling unit (ADU) comply with applicable regulations. **This checklist does not apply to properties within the Coastal zone.** Contact Planning with questions: planner@sonoma-county.org

Find your property's zoning and other information needed to answer many of the following questions using our Parcel Report: parcelsearch.permitsonoma.org/ParcelSearch

Other standards apply to junior accessory dwelling units; visit our website for more information: www.PermitSonoma.org

QU	QUESTION				N	OUTCOME/ACTION
1.	Existing Dwelling Units. Is there an existing of parcel? ADUs are only allowed on lots with an exist single-family dwelling or multifamily building. Both an ADU and a JADU (Junior Accessory Dear single-family residence.	ing or proposed legally permitteng as the primary residence.	ed			If yes, an ADU may be allowed. If no, an ADU is not allowed. A lot may be developed with a single-family home that meets the standards for an ADU; then, at a later date, a zoning permit may be issued designating that unit as an ADU in order to then construct a new single-family home ("primary dwelling unit").
2.	Number of ADUs Allowed. Does the numbe	r of ADUs proposed comply with	n the			If yes, an ADU may be allowed.
	following limitations?	Number Allewed (new let)				If no, the plans should be revised to comply
	Type of Unit Detached on parcel with single-family	Number Allowed (per lot)				with the allowed number of ADUs.
	dwelling; AND/OR Attached to a proposed single family dwelling or within the existing space of a single family dwelling or accessory structure	1				
	Detached on a parcel with an existing multifamily dwelling; AND/OR	2				
	Converted from existing, non-liveable space in	At least one and up to 25% of				
	multifamily building	the number of existing units				
	Detached with a proposed multifamily building	2				
3.	Zoning. Is the property in a zoning district the dwelling units as a permitted use? Find a parcel's zoning: sonomacounty.ca.go					If yes, an ADU may be allowed. If no, an ADU is not allowed.
4.	Prohibitions on ADUs. Is the lot in the Z (Accessory Dwelling Unit Exclusion) Combining District, or is it subject to a Land Conservation contract (aka "Williamson Act contract")?					If yes, an ADU is not allowed. If no, an ADU may be allowed.
	ADUs are not allowed on lots with "Z" zonin contracts.	ng or those subject to Williamso	n Act			
	See Question 11 for additional prohibitions	on ADUs.				
5.	Easements and Building Envelopes. Does the property have any dedicated easements or building envelopes?				r	If yes, the ADU must comply with the requirements of the easement, located within designated building envelopes,
	Easements are most accurately described on during the purchase of your home or on parce on parcel maps, available at the <u>County Ass</u>	el maps. Building envelopes are s				and/or meet other standards required by parcel maps, if applicable.
	Easements may prohibit construction withir area within which buildings can be located.	n them. Building envelopes limit	the			If no, the ADU must only meet the setback requirements described below in Development Standards.
6.	Historic District, Scenic Resource, or Local Guidelines Combining Districts. Is the property in the HD (Historic District), SR (Scenic Resource), or LG (Local Guidelines) Combining Districts?					If yes, consult the standards published on Permit Sonoma's ADU webpage to ensure your ADU plans comply. Contact
	ADUs located in these districts need to meet applicable objective standards, such as setbacks. Design review is not required for ADUs. See #13 for Scenic Corridor guidance.					Planner@sonoma-county.org with specific questions.

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7.	Riparian Corridor Combining District. Is the lot in the RC (Riparian Corridor) Combining District? Development on lots in the RC district must comply with the requirements in Article 65 of the Sonoma County Code. More information: permitsonoma.org/regulationsandinitiatives/ripariancorridors RC setbacks may not prohibit an ADU of no more than 800 square feet that meets applicable height standards with four-foot side and rear yard setbacks and that complies with requirements for development within the RC setback.	If yes, demonstrate that the ADU is located outside of the setbacks established by the RC Combining District, or obtain other planning permits to allow construction in the setback areas pursuant to Article 65 of the Sonoma County Code.
8.	Geologic Hazard Combining District. Is the lot in the G (Geologic Hazard) Combining District? ADUs may not be located across the trace of an active fault or within 50 feet of the surface trace of any fault.	If yes, demonstrate that the proposed ADU meets location requirements.
9.	Flood Zones. Is the lot in the F1 (Floodway) Combining District or F2 (Floodplain) Combining District? Construction is prohibited in the area zoned F1, and construction in F2 must meet additional construction and design standards. See Chapter 7B of the Sonoma County Municipal Code for more information.	If yes, demonstrate that the proposed ADU meets F1 and F2 standards.
10.	Water. Does the lot have an adequate water supply? If the lot is served by a public water system: Prior to applying for a building permit, you must obtain evidence from water providers that they will provide water service to the ADU. Evidence should be provided to the Engineering division at the time of applying for the building permit. ADUs converted from existing space are exempt from water connection fees or capacity charges. Not all service arrangements allow a connection to additional dwelling units. Contact your service provider and the Permit Sonoma Engineering Division for more information. If the lot is served by a well: You must obtain all required well permits prior to applying for a building permit for an ADU. Permit status must be "Issued." Additional requirements are in described in Question 11 below.	If yes, you may submit an application for a building permit. If no, obtain all other required permits before submitting an application for a building permit.
	Water-Scarce Areas. Will the ADU be served by a well within a Class 3 or 4 Groundwater Availability Area, or a critical habitat area? For ADUs that will be served by a groundwater well in Class 3 or Class 4 Groundwater Availability Areas, the applicant must provide a well test conducted between July 15 and October 1 in accordance with the County's Dry Weather Well Testing policies. Review Section 7-12.2 of the Sonoma County Building Code for additional requirements if the property is supplied by a well on another lot with a water supply easement. ADUs that will be served by a groundwater well in Class 4 Groundwater Availability Areas or critical habitat areas, are prohibited unless it can be demonstrated that the ADU will have a net zero increase in water usage on the lot in accordance with Permit Sonoma Policy & Procedure 8-2-2. Water-scarce areas are identified on the Sonoma County Groundwater Availability Map and the County's Zoning and Land Use GIS Viewer, and each lot's Groundwater Availability Area classification can be found in its parcel report.	If yes, then a well test must be completed in accordance with the County's Dry Weather Well Testing policies and submitted to the Well & Septic Division for review, and/or a Net Zero Report must be prepared in accordance with Permit Sonoma Policy 8-2-2 must be submitted with the ADU building permit application. The report will be reviewed by the Permit Sonoma Geologist. If the well yield is not sufficient, or the net zero requirement cannot be met, an ADU is not permitted on the site. If no, a well yield test and Net Zero Report are not required application items.
12.	Sanitation. Does the lot have adequate capacity for wastewater disposal? If the lot is served by public sewer: Prior to applying for a building permit, you must obtain evidence from the sewer provider that they will provide sewer service to the ADU. Evidence should be provided to the Engineering division at the time of applying for the building permit. ADUs converted from existing space are exempt from sewer connection fees or capacity charges. Not all service arrangements allow a connection to additional dwelling units. Contact your service provider or the Permit Sonoma Engineering Division for more information. If the lot is served by septic system: You must obtain all required septic permits prior to applying for a building permit for an ADU. Permit status must be "Issued." Additional requirements below.	If yes, you may submit an application for a building permit. If no, obtain all other required permits before submitting an application for a building permit.

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DEV	ELOPMENT STANDARDS				
13. Location. Does the proposed ADU comply with the following standards: If yes, the location of the prop					
	Type of Unit		Setbacks		in compliance.
			Front yard setback: established by the base zoning district (see Note below table) Rear and side yard setbacks: 4 feet Scenic Corridor setback, if applicable: 30% of lot depth to a maximum of 200 feet*		If no, the plans should be revised to comply with the location requirements. *Exceptions to the Scenic Corridor setback listed in Zoning Code Sec. 26-64-030(a)(5) do not apply because ADUs must comply with objective standards in the code, such
			Front yard setback: established by the base zoning district Rear and side yard setbacks: 4 feet Scenic Corridor setback, if applicable: 30% of lot depth to a maximum of 200 feet*		as setbacks (Sec. 26-88-060(I)). In accordance with Gov. Code Section 65852.2(c)(2)(C), you may submit a letter and exhibit demonstrating that compliance with the Scenic Corridor setback would not permit the property to have at least an 800
			None		square foot ADU (meeting 4-foot side/rear setbacks) elsewhere on the site. If it can be demonstrated that it is infeasible to build such an ADU elsewhere on the property,
14.	with the setbacks would r applicable height standar	not permit a rds and has	thle front yard setbacks unless complice t least an 800 square foot ADU that m at least 4-foot side and rear yard setbo DU comply with the maximum limits a	neets acks.	the ADU may be constructed within the Scenic Corridor and shall be limited to 800 sf with 4-foot side and rear setbacks. If yes, the size of the proposed ADU is in compliance.
	Type of Unit	Maximum S	Sizo		'
	New construction, detached	1,200 squar			If no, the plans should be revised to comply with the size limitations.
	New construction, attached to the primary single-family residence or an accessory structure		e feet		
	Converted from existing space in a primary residence or an accessory structure	plus an addi accommoda than 150 sq maximum u the develop to the limita	tion of no more than 150 square feet to the ingress and egress. Additions greater uare feet may be permitted up to a nit size of 1,200 square feet, subject to ment standards for new construction or thions for the legal nonconforming (See Zoning Code for more information.)		
	attics, but not including measuring the exterior paralls. 2. "Attached" means conn walkway, carport or gain Procedure 1-4-1, Definition 3. Accessory structures munderly definited and the structures of the structure of the structu	e floor area of a garage or a perimeter of a ected by a cor rage, not more ion of a Bedro ist comply wit ccessory Struct	the ADU's living area, including basements ny accessory structure. Floor area is calculat pplicable areas and the length of any comm mmon wall, or by a common roof, covered than 20 feet wide (see Permit Sonoma Policom). h Permit Sonoma Policy & Procedure 1-4-6, tures.	ted by non cy &	
15.	limitations established by Lot coverage limitations n	the lot's zo	nibit an ADU of no more than 800 squa	re feet	If yes, the plans should be revised so that the size of the ADU is no more than 800 sf. If no, the proposed ADU is in compliance
	tnat meets applicable hei	gnt standard	ds with four-foot side and rear yard set	Dacks.	with lot coverage limitations.

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Type of Unit	t? Height Limit		compliance. If no, the plans should be revised to comp
New construction, detached	On lots with a single-family residence: The height limit for accessory structures established by the base zoning district (or at least 18 feet) On lots with a multi-family structure: 18 feet. If the ADU is constructed above an accessory structure and within an Urban Service Area, the height limit is the same as applies to the main residence.		ith height limits.
Attached to or converted from a portion of the primary single-family or multifamily residence	Height limit established for primary structures by the base zoning district (or at least 18 feet)		
Attached to or converted from an accessory structure (garage, office, pool house, etc.)	Height limit for accessory structures established by the base zoning district (or at least 18 feet). If the ADU is constructed above an accessory structure and within an Urban Service Area, the height limit is the same as applies to the main residence.		
kitchen and bathroom Kitchen: Must meet st Definition of a Kitcher	andards in Permit Sonoma's <u>Policy and Procedure 1-4-5,</u>	Ifi	yes, the proposed ADU is in compliand no, the plans should be revised to com ith these standards.
Parking Requirements. Does the proposed ADU comply with either the requirement to provide one parking space OR qualify for an exemption? Exemptions: Located within ½ mile walking distance to transit stop Lot is zoned HD (Historic District) Combining Zone ADU is part of proposed or existing primary residence or existing accessory structure On-street parking permits are required, but not offered to ADU Located within one block of a car share program ADU is a studio unit If required, parking space may be located in setback areas or in tandem. No replacement parking may be required if parking is eliminated due to construction of the ADU (i.e., if a garage is converted to an ADU).			te proposed ADU will be evaluated for pmpliance with parking requirements. ther provide a parking space onsite or emonstrate that the proposed ADU valifies for an exemption.
owners will be required to sign and return to the Planning Division the ADU Rules Standards from the			ownload the ADU Rules & Performanc andards from the Permit Sonoma ebsite and submit it with your

BUILDING REQUIREMENTS			
Your ADU project will	Your ADU project will be reviewed for compliance with the California Building Code (CBC). Some of the requirements are discussed below.		
Title 24 Solar Requirements in California	Newly constructed, detached, non-manufactured ADUs are subject to the Energy Code requirement to install solar panels. The panels may be installed on the ADU or the primary residence. Attached ADUs or those that are constructed within existing space are not subject to this requirement.		
Submittal	For more information on submittal requirements, see <u>BPC-002 Residential Plan Checklist</u> , or contact the Building		
Requirements	Plan Check Division: permitsonoma.org/divisions/engineeringandconstruction/building		

WELL & SEPTIC F	WELL & SEPTIC REQUIREMENTS		
If the proposed	If the proposed ADU is to be served by a septic system and/or a well, it will be reviewed by the Permit Sonoma Well & Septic Division.		
Well	Accessory dwelling units served by a well in areas with low groundwater availability must meet additional requirements, as		
Requirements	described in Water-Scarce Areas, above. If required, a dry-weather well yield test must be submitted to the Well & Septic		
	division, according to the County's <u>Dry Weather Well Testing policies</u> .		
	Review Section 7-12.2 of the Sonoma County Building Code for additional requirements if the property is supplied by a well on		

another lot with a water supply easement.

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Septic	If the property does not have public sewer service, the proposed ADU must connect to an onsite septic system.
Requirements	One option is to connect to the existing septic system serving the primary residence provided the existing septic system is code compliant and has capacity for the ADU wastewater flow. To utilize existing system capacity for the ADU, a homeowner may do a "bedroom swap," where a bedroom in the primary residence is altered to no longer meet the definition of a bedroom in accordance with Permit Sonoma Policy 1-4-1. A bedroom swap requires a building permit to decommission the bedroom in the primary residence.
	Another option is to construct a new, separate code-compliant septic system for the ADU.
	A septic system findings report is typically required to obtain a building permit for a new ADU.
More	For more information about well and septic system requirements for ADUs, please contact the Well & Septic Division:
Information	permitsonoma.org/divisions/engineeringandconstruction/wellandsepticsystems

FIRE SAFETY & EMERGENCY ACCESS			
The proposed ADU will be reviewed for compliance with the California Fire Code (CFC) and the Sonoma County Fire Code. Some of the requirements are discussed below.			
Sprinklers	All ADUs must include an automatic sprinkler system unless an exemption form is submitted and approved: permitsonoma.org/divisions/firepreventionandhazmat/accessorydwellingunits Exemption criteria: 1. Total building area (ADU plus any attached structures) are no greater than 1,200 sf, and		
Class	2. The existing primary dwelling does not contain sprinklers.		
State Responsibility Area	ADUs in SRA must be built to Fire Resistive Construction standards (CA Residential Code Section R337). Standards include fire-resistive siding, tempered windows, and protections for eaves and underfloor venting.		
(SRA)	ADUS must have fire Safe Standards (FSS) emergency vehicle access.		
Walls	Fire-resistive exterior walls may be required:		
	Structures in the SRA closer than 10 feet to a property line must be constructed with one-hour fire-resistive construction and no openings.		
	 New and altered walls within five feet of the adjacent property line require one-hour fire-resistive construction when structure does not contain a sprinkler system. 		
More Information	For more questions relating to fire requirements and safety, contact the Fire Prevention Division:		
	permitsonoma.org/divisions/firepreventionandhazmat/accessorydwellingunits		

FEES	
Impact Fees	Impact Fees. ADUs less than 750 square feet in size are exempt from park and traffic impact fees. For ADUs greater than 750 square feet, impact fees are charged proportionately in relation to the square footage of the primary dwelling unit.
	School Fees. ADUs greater than 500 square feet in size may be subject to school fees by the applicable school district. <a>Contact your local school district for information.
	Water/Sewer Connection Fees. New or separate utility connection, or related connection fee or capacity charge, will not be required for internal conversions of existing space within a primary residence or an accessory structure.
Affordable	ADUs are exempt from affordable housing fees.
Housing Fees	Single-family dwelling units (aka "primary dwelling units") are subject to affordable housing requirements: https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Residential-Program/
	Affordable housing fees for a primary dwelling unit may be deferred if an ADU is designated as affordable via a recorded agreement with the Sonoma County Community Development Commission. More information: https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Single-Family-Development-Fee-Deferral-Program/
Permitting	More information: https://sonomacounty.ca.gov/PRMD/Fee-Schedules/
Fees	

REFERENCE

Sonoma County ADU Ordinance:

https://library.municode.com/ca/sonoma county/codes/code of ordinances?nodeId=CH26SOCOZORE ART88GEEXSPUSST S26-88-060ACDWUN

The Napa Sonoma ADU Center (https://napasonomaadu.org/) is an organization that assists homeowners with the ADU planning process within Napa and Sonoma County jurisdictions. The center offers educational webinars, personalized feasibility consultations, a home match program, and more.

Government Code Section 65852.2: leginfo.legislature.ca.gov/faces/codes displaySection.xhtml?sectionNum=65852.2.&lawCode=GOV

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