



City of Sebastopol

ACCESSORY DWELLING UNIT (ADU) CHECKLIST AND STANDARDS

Sebastopol encourages Accessory Dwelling Units (ADUs), which can provide needed infill rental housing in existing neighborhoods, or provide the opportunity for family members to live on the same property with their relatives.

There are development standards, review procedures, permits, and fee requirements associated with creating a new dwelling unit that you should be aware of as part of your consideration of whether to undertake development of an Accessory dwelling unit.

This handout is intended to generally inform you about some of the regulations pertaining to Accessory Dwelling units. This handout does *not* constitute actual regulations, or encompass all requirements.

TYPES OF ACCESSORY UNITS:

Accessory Units can be developed in a number of ways: by building an entirely new residence that is separate from the existing house; by converting an accessory structure such as a garage; by adding on to an existing house; or by remodeling the interior of an existing house, including conversion of qualifying attics and basements.

One accessory unit can be allowed on any single family home property, provided standards are met.

PROCEDURE:

Speak with the Planning Department before you prepare construction documents to make sure an Accessory Unit is possible on your site. There are development standards, review procedures, permits and fee requirements associated with creating a new dwelling unit that you should be aware of as part of your consideration of whether to undertake development of an accessory dwelling unit. Permit application are available at the Building Department. Be sure to review submittal requirements--incomplete applications will not be accepted or processed.

You have options for the preparation of your design. You can prepare the design yourself; have a contractor prepare the design; or have an architect prepare the design. Although not required, it is recommended to consult with an architect and/or contractor before proceeding with the ADU process to discuss the design, permitting and construction process; design options; and estimated costs. All documents must meet both Planning (Zoning) and Building Code requirements.

REQUIRED APPLICATION MATERIALS CHECKLIST:

To file an application for an Accessory Unit, submit the application materials (may be provided as attachments to your plans, or printed on the plans) listed below with your building permit submittal:

1. Brief written Statement. Description of the site and the proposed project, including: -----
 - a. General design approach
 - b. Materials and colors
 - c. Labeled photographs of existing primary dwelling
 - d. Other aspects of note



2. One completed Building Permit Application and ALL submittal requirements. -----
Building Plan Requirements: <https://www.ci.sebastopol.ca.us/getattachment/0c65147e-9ced-461e-b7b2-9665d1d06cc0/Bld-Plan-Ck-Submittal-Requirements-9-2019.pdf.aspx?lang=en-US&ext=.pdf>
3. Filing Fees -----

KEY STANDARDS

- For parcels up to 10,000 square feet, units cannot exceed 850 square feet for a studio or one bedroom unit. For parcels 10,000 square feet or larger, or units with more than one bedroom, the maximum size is 1,000 square feet of habitable space.
- The increased floor area of an *attached* accessory dwelling unit shall not exceed 50% of the existing living area.
- Height of one-story units cannot exceed 17 feet.
- Height of two-story units cannot exceed 25 feet.
- Front yard setbacks (and secondary front yards for corner lots) are same as main unit.
- For one-story units (attached or detached), side and rear setbacks are a minimum of 4 ft. However, any windows facing adjoining property lines within the required setback shall be clerestory (minimum of 5'6" sill height above the finished floor) or have permanently obscured glazing. Windows that vary from this standard may be allowed through the Design Review process; please discuss with Planning Staff.
- For two-story detached and attached units, all setbacks are the same as the main unit requirement. (See setback requirements for your zoning district at <http://ci.sebastopol.ca.us/City-Government/Departments-Services/Planning/Zoning-Ordinance>).
 - However, no setback shall be required for an existing garage that is converted to an ADU.
 - A setback of no more than five feet from the side and rear lot lines shall be required for an ADU that is constructed above a garage.
- Some existing accessory structures may not qualify for conversion into an accessory dwelling unit. Garden sheds and structures built without a building permit generally will not qualify.
- ADUs cannot be sold separately from main unit.
- ADUs may be rented to anyone.
- ADUs authorized after July 1, 2017 may not be rented on a transient occupancy basis (less than thirty-one (31) days), except with a Use Permit.
- ADUs must be on a permanent foundation and connected to approved connections to utilities (water, sewer, electricity, gas).
- Trailers, RV's and similar wheeled structures cannot be use as accessory dwelling units.
- If you wish to legalize a 'bootleg' unit, the City has procedures and standards for that; we suggest you discuss this with the Planning Department.
- Fire sprinklers are required for some types of Accessory units. Check with the Building Department.
- There are no parking requirements for accessory dwelling units. If a garage is converted into an ADU, the parking does not need to be replaced.



IMPACT FEES AND OTHER COSTS:

It is also strongly recommended that applicants review the financial aspects of constructing an ADU, such as; likely rental rate/return on investment, design costs, consulting fees, construction costs, impact fees etc. [an example of City impact fees and costs are located at the end of this handout].

Cities in California have 'impact fees' to mitigate the impact of new development, and ensure that it pays its fair share of community infrastructure costs. School districts also have such fees, and you need to check with the West Sonoma County High School District for current amounts, and provide proof of payment at time of Building Permit.

ADUs less than 750 square feet are not subject to City Impact Fees, however they are subject to other fees (Building permits, etc.). See attached sample fee calculation for a hypothetical 840-square foot one-bedroom ADU. For more information, review a list of City impact fees on the City web site, or obtain the list from the Planning Department. Impact fees vary based on square footage and number of bedrooms.

Once you have definitive construction plans, the Building Department may be able to provide you with a preliminary estimate of permit and impact fees. Calculate your costs for a designer, impact and permit fees, and construction. Costs may be recovered over time through rental income, and/or higher value for your property. An ADU calculator tool is available on the City's Website: <https://www.ci.sebastopol.ca.us/City-Government/Departments-Services/Planning/Housing-Resources>

REVIEW PROCESS:

We recommend you review the Zoning Ordinance standards for Accessory Units, located in Chapter 17.220, and that you also discuss your concept with the Planning Department. *Projects must conform to the standards set forth in the Zoning Ordinance.*

Once you have firmed up your project concept, we suggest you *share your plans with site neighbors* and work with them to address any concerns *before* you begin any permit review process with the City. We also encourage you to share your preliminary plans with Planning Staff prior to submitting to the Building Department.

A Building Permit application must be filed with the Building Department. Specific project information must be provided in the application. Fully dimensioned plans of the site and the proposed Accessory Unit are required.

Processing timelines in Sebastopol are typically less than larger jurisdictions. Processing time depends on a number of factors, including completeness of your application, complexity of the proposed project, comments from City departments, responsiveness of your designer to needed plan revisions, staff workload, major holiday periods, and other factors.



ESTIMATE OF FEES FOR A 1-BEDROOM, 840 SQ. FT. ADU *

BUILDING FEES:

Building Permit Fees	\$1,781.33
Electrical Permit Fees:	\$431.27
Mechanical Permit Fees:	\$342.20
Plumbing Permit Fees:	\$431.27
Building Plan Check 65% of permit fee	\$1,232.86
SMIF-Residential	\$16.38
Incremental Fee	\$126.00
Tech System Fee	\$126.00
Green Building Fee	\$6.00

SUB-TOTAL **\$4,493.31**

FIRE FEES

Fire Sprinkler Fees (for an 840 sq. ft. unit) **	\$300.00
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SUB-TOTAL **\$300.00**

OTHER FEES

Traffic Impact:	\$2,314.00
Park In Lieu:	\$3,250.00
General Plan Update:	\$378.00
Planning Plan Check:	\$55.00

SUB-TOTAL **\$5,997.00**

TOTAL Estimate Only **\$10,790.31**

**Does not include School Impact Fees. Proof of payment required at Building Permit. Contact School District for current fees.*

***Not applicable to some types of ADUs.*