



City of Sebastopol

JUNIOR ACCESSORY DWELLING UNIT (JADU)

CHECKLIST AND STANDARDS

Sebastopol encourages Junior Accessory Dwelling units, 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 JADU that you should be aware of as part of your consideration of whether to undertake development of this housing type.

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

TYPES OF ACCESSORY UNITS:

Junior Accessory Dwelling Units can be developed by converting space in a single-family dwelling on parcels zoned for single-family residential use or as part of a proposed single-family dwelling. It can also be created through an addition to an existing single-family dwelling if:

- It shares at least one full wall with the existing single-family dwelling.
- The addition meets all permit requirements (e.g. Building Permits, sewer/septic permits, setbacks, egress, etc.).
- The Building Permit for the addition has been **finalized**.

If those conditions are met, then you may apply to have the space converted into a Junior Accessory Dwelling Unit.

One Junior Accessory Dwelling unit can be allowed on any single family home property, provided standards are met. Some properties are also eligible for an Accessory Dwelling Unit (see ADU handout for standards and further details).

PROCEDURE:

Please read this information thoroughly. Speak with the Planning Department before you prepare construction documents to make sure a Junior Accessory Dwelling 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 a JADU. Permit applications are available at the Building Department. Be sure to review submittal requirements as 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 JADU 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 a Junior Accessory Dwelling 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
 - c. Other aspects of note
 - d. Labeled photographs of existing primary dwelling
- 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:

- Units cannot exceed 500 square feet.
- JADU’s are permitted on parcels zoned for single-family residential use with an existing single-family dwelling unit on the parcel, or as part of a proposed single-family dwelling.
- Owner occupancy of the main dwelling or JADU is required.
- No more than one JADU is allowed per parcel.
- JADU’s are required to be located within the existing walls of the single-family structure or as part of a permitted addition to the home.
- JADU’S are required to include a separate entrance from the main entrance to the structure; it may also include an interior entry to the main living area.
- JADU’s are required to include an efficiency kitchen, which shall include: sink, food preparation counter, refrigerator, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
- Accessory structures are not permitted to be used as Junior Accessory Dwelling Units.
- Junior Accessory Dwelling Units cannot be sold separately from the main unit. A deed restriction, which shall run with the land, is required to be filed with the City (see section 17.220.030(H) of the Sebastopol Zoning Ordinance).
- JADU’s may be rented to anyone, however, a JADU may only be rented on a long-term basis; short term rental (AirBnB, VRBO, etc.) of a JADU is not permitted.
- Trailers, RV’s and similar wheeled structures cannot be use as JADU’s.
- If you wish to legalize an unpermitted unit, the City has procedures and standards for that; please discuss this with the Planning Department.
- There are no parking requirements for JADU’s.



FEES AND OTHER COSTS:

JADU's are not required to pay development impact fees such as traffic and parks. However, other permit fees such as building permits will be required. See attached sample fee calculation for a hypothetical 500-square foot JADU.

Once you have definitive construction plans, the Building Department may be able to provide you with a preliminary estimate of permit fees.

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

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 Junior Accessory Dwelling Units, located in Chapter 17.220.030, and that you also discuss your concept with the Planning Department. *Projects must conform to the standards set forth in the Zoning Ordinance.*

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 Junior Accessory Dwelling Unit are required.

Processing timelines in Sebastopol are typically less than larger jurisdictions. Processing time depends on several 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,
500 SQ. FT. JADU**

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
<i>SUB-TOTAL</i>	\$4,493.31

OTHER FEES

General Plan Update:	\$378.00
Planning Plan Check:	\$55.00
<i>SUB-TOTAL</i>	\$433.00

TOTAL Estimate Only **\$4,926.31**