



Accessory Dwelling Unit Application Checklist for Existing Single-Family Homes

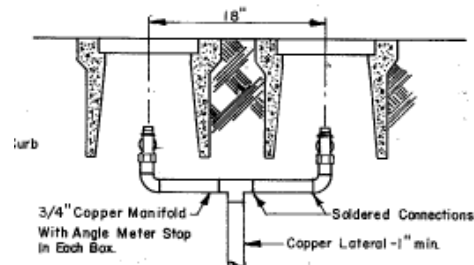
The following checklist applies to accessory dwelling units (ADUs) on single family parcels ONLY. For Junior ADUs, refer to our Junior ADU Application Checklist for Existing Single-Family Homes. For ADUs on Multifamily Parcels, refer to our [Housing Development Application Checklist](#). All ADU projects on single-family parcels require the following information to be submitted for a complete application. Incomplete applications will not be processed.



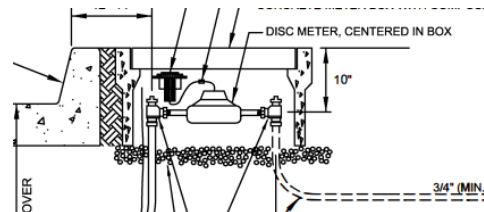
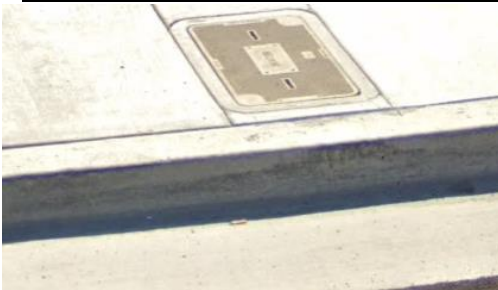
IMPORTANT NOTE: HOW TO IDENTIFY YOUR WATER SERVICE

There are two types of water service connections in the City. The most common, a dual service, serving the subject property and a neighboring property. And a single service, serving only the subject property. Depending on the service connection and water calculations, the service might need to be disconnected and a new line installed from the street to water meter. To help determine what was originally installed in your area please contact the Engineering division at engineering@rpcity.org for a set of improvement plans.

Dual Service example: Typically two boxes next to each other.



Single Service example: Typically one stand alone box



1. Application

- Submit ADU application through the Rohnert Park etrakit software system
 - Log in via this link: <https://rpccrw.rpcity.org/etrakit3/>
 - Create an account (*If you are a contractor and DO NOT already have an etrakit account, contact building@rpcity.org for instructions on how to set a contractor's account*)
 - Select "Accessory Dwelling Unit" as type and "ADU" as subtype
 - Fill out all required fields, and attach required documents as described in sections 2-5 below
 - Once you've submitted all required documents, a member of the building team will send a follow up email with further instructions and required fees

2. Reports & Forms

- Stormwater Determination Worksheet
- Preliminary title report

3. Plans

a. Plan Set Requirements

- All plan sheets must be signed and dated
 - *If using design professional, all plan sheets must also be stamped by design professional*
- Plans must be drawn to scale ($\frac{1}{4}'' = 1'$ minimum) with bar scale included on each sheet
- Plans must show a north arrow on all sheets and all sheets must be oriented all sheets in same direction)
- All plans shall comply and provide references to the following currently adopted codes:**
 - Current California Building Code
 - California Plumbing Code
 - California Mechanical Code
 - California Electrical Code
 - California Fire Code
 - California Green Building Standards Code
 - California Energy Code
 - City of Rohnert Park Municipal Code Title 15
 - City of Rohnert Park Municipal Code 17.07.020(X)
 - City of Rohnert Park Manual of Standards

b. Cover Sheet Requirements

- Date, name, address, and telephone number of **plan preparer** and **property owner**
- Address and assessor's parcel number (APN) of the **project site**
- Scope of work:
 - Describe in detail the existing and proposed uses
 - Materials, colors and construction methods to be used
 - Construction type
- Vicinity map: show location of site and surrounding roads within the City on the site plan
- Sheet index, including sheet number and title for each sheet
- Gross and net area of site in sq. ft. and acres
- Allowable and proposed Floor Area Ratio (FAR)
- Allowable and proposed lot coverage calculations
- Indicate if the primary dwelling has fire sprinklers
- Include the note "Call Underground Service Alert (8-1-1) prior to any excavation"

c. Site Plan Requirements

- Zoning setback lines, property lines

- Property line set-backs, including roof line projection
 - *ADUs require minimum of 4-foot set-back from rear and side property lines, which includes roof line projection*
- Distances between structures, and between walls and property lines
- All existing and proposed easements
- Footprints and dimensions of all existing and proposed structures
- Include fences, open stairways, and projections from exterior building walls
- Type and location of all on-site utilities, including electrical meter service and gas meter, water and sewer utility locations and sizes, include tie-ins to public infrastructure
- Location of existing sewer cleanout
- Location and type of existing water service (see IMPORTANT NOTE above)
- Proposed location of new water and sewer line routing and sizing to the ADU
 - *New meter design must be illustrated on the plans (second water meter required for all ADUs)*

d. Floor Plans

- Dimensioned floor plans for all existing and proposed buildings
- Indicate all openings, exits, and window and door placement, including dimensions
- Indicate location of all emergency rescue openings for bedrooms
- Indicate all locations where safety glass windows are required
- Provide an electrical plan, include location of panel and smoke detectors
- Provide a mechanical plan
- Label rooms for use and occupancy
- If attached ADU: show the required rated fire assembly

e. Elevations

- Location of illuminated address for the ADU
- All principal exterior walls, fences, roof projections and other structures including height and dimensions
- Direction of building elevations, cross sections through major axis of building(s) and same scale as elevations
- Location of existing and proposed vents, gutters, downspouts, air conditioning equipment, antennas, and all ground mounted and rooftop equipment
- Details of fascia trim, windows, doors, trim, sills, railing, and fencing
- Location of exterior lighting and cut sheet/details of fixtures
- Type, finish, material, and color of roof and exterior materials
- Photographs with existing building(s) on the project site and/or adjacent buildings

f. Details

- Foundation plans
 - *Must reference a current site-specific soils investigation report (applies to all residential additions of 500 sq ft or more)*
- Floor/wall/roof framing plans (including truss layout)

4. CALGreen

- Completed CALGreen checklist
 - *If ADU is extending the footprint of existing structure or adding new structure*

5. Calculations

- Electrical load calculation, panel schedule, and gas calculation (if applicable) for existing and proposed loads

- Structural calculations and energy calculations, if applicable
- Submittal must include signed calculations from a licensed plumber or civil engineer demonstrating that the project complies with current the California Plumbing Code
 - *For a dual service, the calculation must include the main residence, the adjacent residence and the ADU; for the purposes of this calculation, applicant may assume that the main residence and the adjacent residence have the same number of fixture units*
- If the calculations illustrate the need to upgrade to the water service, the proposed upgrade design must be shown on the plans
 - *For dual water services: applicant may use the attached “Water Lateral Case 1- Internal/Attached” guidance detail for the upgrade (PLEASE NOTE this detail requires the installation of a new 1.5” water service line from the water main in the street, which will require an encroachment permit at no cost to the project)*
 - *For single services: applicant may use the attached “Water Lateral Case 2- Internal/Attached” guidance detail if an upgrade is necessary based on calculations using the CA Plumbing Code (If the new water service needs to be upgraded then an encroachment permit will be needed)*