



City of Rohnert Park
Development Services – Planning Division
130 Avram Ave, Rohnert Park, CA 94928
707-588-2231
www.rpcity.org

Accessory Dwelling Unit Application Checklist

This checklist applies to accessory dwelling units (ADUs) on single family parcels ONLY. For all other ADUs, refer to our [Housing Development Application Checklist](#). All ADU projects require the following information to be submitted for a complete application. Submittal requirements may be waived at the sole discretion of the Planning Manager or their designee.

1. Application

- [Zoning & Land Use Application Form](#)
 - Signatures of the applicant and property owner are required
- Application fee
 - [Refer to the current fee schedule](#) for “Certificate of Zoning Compliance”

2. Reports & Forms

- [Stormwater Determination Worksheet](#) (if permanent BMPs are required show proposed locations on plans)
- Two (2) copies of preliminary title report

3. Electronic Copies

- ALL** materials listed below **MUST** be submitted in hard copy **and** on a USB drive or CD

4. Plans

a. Plan Sets

- Full size plans (max. 24”x 36”) – **Provide two (2) sets**
- Reduced plans (11” x 17”) – **Provide five (5) sets**
- Drawn to scale (1:10 or 1:8) with bar scale included on each sheet
- North arrow (orient all sheets in same direction)

b. Vicinity Map

- Show location of site and surrounding roads within the City on the site plan

c. Project Data

- Written narrative of the project - Provide five (5) copies**
 - The scope of work to be done
 - Describe in detail the existing and proposed uses
 - Explanation of design concept

- Materials, colors and construction methods to be used
- Show on first plan 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

d. Site Plans

- Legend**
 - Date and the name, address, and telephone number of plan preparer
 - Title including subdivision name and number
 - Unit and phase number *(if applicable)*
- Property Lines**
 - Site Boundary Survey *(if required)*
 - Site Topography Survey *(if required)*
 - Zoning setback lines
 - Distances between structures, and between walls and property lines
 - All existing and proposed easements
- Structures**
 - Footprints and dimensions of all existing and proposed structures
 - Include fences, open stairways, and projections from exterior building walls
- Drainage & Utilities**
 - Location, type, and number *(if applicable)*
 - Type and location of all water and sewer utility locations and sizes, include tie-ins to public infrastructure
 - Provide sizing calculations/justification
 - Type and location of all proposed utility routing
 - For detached ADUs *only*, include the following **required** additions:
 - Location of existing water lateral and meter(s) and proposed location for ADU water lateral and meter
 - Location of existing sewer lateral and cleanout and proposed location for ADU sewer lateral extension and cleanout
- Landscaping**
 - Location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction

e. Floor Plans

- Dimensioned floor plans for all existing and proposed buildings
- Indicate all openings, exits, and window and door placements
- Include construction type
- Label rooms for use and occupancy

f. Elevations

- 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
- Existing and proposed address location(s)
- Photographs with existing building(s) on the project site and/or adjacent buildings

5. Affordable Housing Data

Include on site plan and provide details within the project narrative:

- The number of proposed below market rate units and their affordability levels
- The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied

6. Additional Reports & Documents

Please check with Planning Staff to determine required submittals

- Arborist's Report
- Geotechnical Report
- Grading Plan