



City of Rohnert Park  
Development Services – Planning Division  
130 Avram Ave, Rohnert Park, CA 94928  
707-588-2231  
[www.rpcity.org](http://www.rpcity.org)

## Accessory Dwelling Unit Application Checklist for Existing Single Family Homes

This checklist applies to accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) on single family parcels ONLY. For all other ADUs, refer to our [Housing Development Application Checklist](#). All ADU/JADU 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](#) for a “Certificate of Zoning Compliance”
  - Signatures of the applicant and property owner are required
- [Addressing Application Form](#)
- Application fees
  - [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). Not required for internal conversions
- Two (2) copies of preliminary title report

### 3. Electronic Copies

- ALL** forms, documents, and materials listed **MUST** be submitted digitally via email to [planning@rpcity.org](mailto:planning@rpcity.org)

### 4. Plans

#### a. Plan Sets

- No hard copies currently required
- 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**
  - 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
  - Address and assessor's parcel number (APN) of the project site
- Property Lines**
  - 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**
  - Type and location of all water and sewer utility locations and sizes, include tie-ins to public infrastructure
  - Separate permits may be required for sewer and water connections (*at the discretion of the Engineering Division*). Not required for internal conversions
- 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