



City of Rohnert Park  
Development Services – Planning Division  
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[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) 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](#) for a “Certificate of Zoning Compliance”
  - 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). Not required for internal conversions
- Two (2) copies of preliminary title report

### 3. Electronic Copies

- ALL** materials listed below **MUST** be submitted in hard copy **and** digitally

### 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
  - 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

## **5. Additional Reports & Documents**

**Please check with Planning Staff to determine required submittals**

- Arborist's Report
- Geotechnical Report
- Grading Plan
- Site Boundary Survey
- Site Topography Survey