



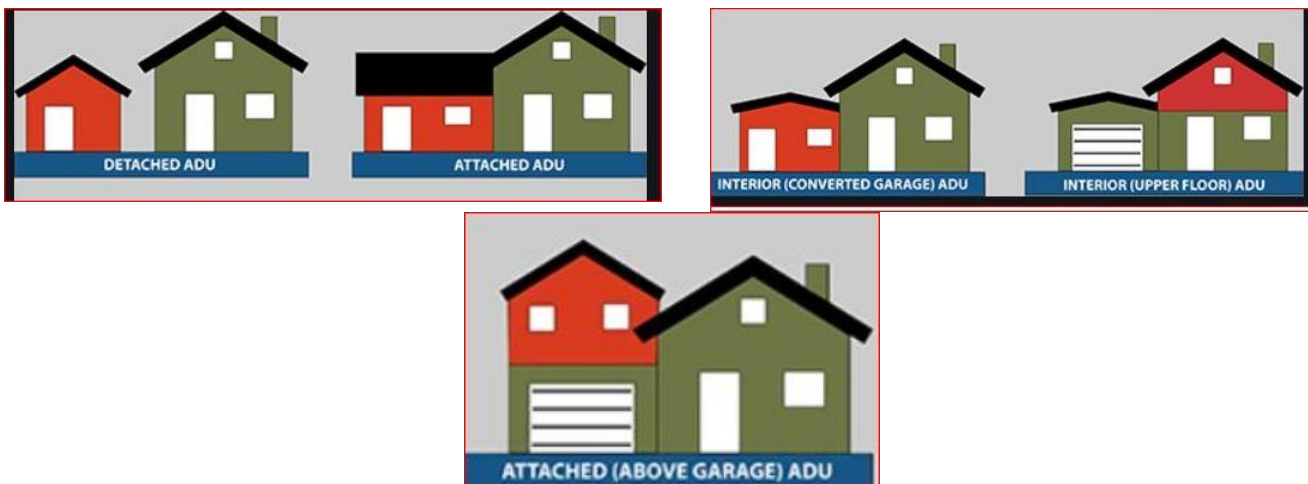
ACCESSORY DWELLING UNITS (ADUs)

What is an Accessory Dwelling Unit (ADU)?

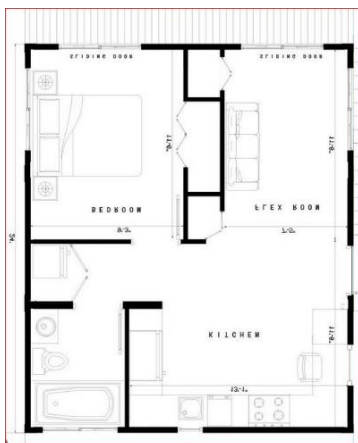
An Accessory Dwelling Unit (aka “granny unit” or “second unit”) is an attached or detached residential dwelling unit that is accessory to and on the same parcel as a primary residence. An ADU provides permanent and independent provisions for living, sleeping, eating, cooking, and sanitation for one or more persons. An ADU also includes the following: (1) An efficiency unit, as defined in section 17958.1 of the Health & Safety Code; and (2) A manufactured home, as defined in section 18007 of the Health & Safety Code.

What are the requirements for ADUs?

- One ADU is allowed on a parcel with an existing or proposed single-family home.
- An ADU cannot be used as a short-term vacation rental (less than 30 days).
- An ADU may be attached to the home, detached from the home, a portion of the home may be converted to an ADU, or a detached accessory structure may be converted to an ADU. An ADU may also be located above a garage. See examples below.



- An ADU is limited to a maximum of 850 sf for a studio or one bedroom and 1,000 sf for two or more bedrooms. See examples below.



What are the requirements for ADUs?

- The minimum setback from the side and rear property lines is 4- feet. An ADU cannot be located in the front setback of the property.
- The maximum height of an ADU is 16 feet. When located above a garage, the maximum height is 25 feet.
- The ADU is required to be architecturally compatible with the main house. Privacy requirements may also apply depending on the location of the ADU.
- One parking space is required for the ADU. This is typically located in the driveway in front of the garage of the main house.
- The Town has a Tree Preservation and Protection Ordinance that protects most species of oak trees. The location, size and species of trees that are close to the area of construction are required to be shown on the site plan. Protected trees should be avoided.
- Attached ADUs and new detached ADUs are required to use certain 7A Building Code methods and materials.

What is Required to be Submitted for a Building Permit?

- Site plan ([see Sample Site Plan exhibit](#))
- Floor plan
- Building elevations (identify exterior materials and colors, height, etc.)
- Photos of the existing home (to determine architectural compatibility)
- Title 24 calculations
- For more information on Building Permits, see Building Permit Submittal Handout

What are the fees for an ADU?

- There are no development impact fees for an ADU.
- Since the ADU must utilize the water and sewer service connections used for the main house, there are no water or sewer connection fees for an ADU.
- There is a fee for the Building Permit required for an ADU. The Building Permit fee is based on the value of the work (time and materials) for the ADU. As a general rule, the Building Permit fee is approximately 2-3% of the value of work.
- As of August 2020, the Windsor Unified School District charges a fee of \$3.48 per square foot. ADUs that are 500 square feet or less are exempt from this fee. ADUs over 500 sf are required to pay the fee on the total square footage of the ADU. This fee is paid directly to the School District and is subject to change.

Have Questions about ADUs?

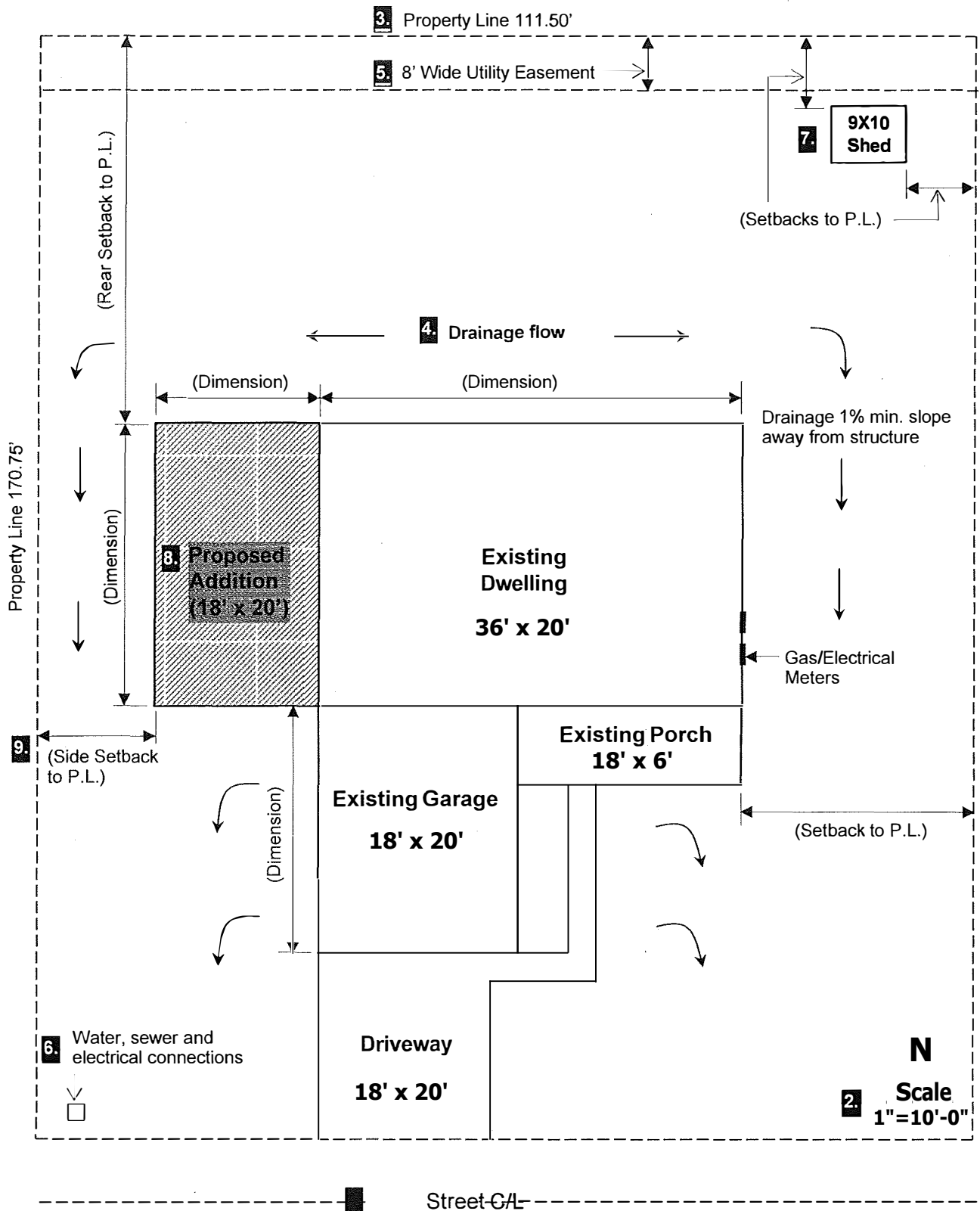
- **For information on Building Code requirements, including 7A Building Standards, contact:** Doug Hughes, Building Official, dhughes@townofwindsor.com
- **For information on the Building Permit process:** Courtney Rider, Community Development Technician, crider@townofwindsor.com
- **For information on Planning and Zoning requirements:** Kim Jordan, Planner III, kjordan@townofwindsor.com
- **For information on Water and Sewer connections:** Debbie Shannon, Engineering Technician, dshannon@townofwindsor.com; Richard Metcalfe, Engineering Technician, rmetcalfe@townofwindsor.com

Want to learn more about ADUs?

Visit [Napa Sonoma ADU \(www.napasonomaadu.org\)](http://www.napasonomaadu.org)

Revised 3/30/2021

Sample Residential Site Plan



CHECKLIST

1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures
10. Location of tree and tree dripline, identify size and species of trees