



City of Cotati
Community Development
Department
 201 W Sierra Avenue
 Cotati, CA 94931
 (707) 665-3636
permits@cotaticity.gov

DEPARTMENT USE ONLY
RECEIVED BY:
DATE:
BUILDING PERMIT NO:

UNPERMITTED DWELLING UNIT AMNESTY APPLICATION FORM

UNPERMITTED DWELLING UNIT INFORMATION:

Main Unit Address			
Proposed Unit Address (Please note you will need to complete the Address Request Application)			
Assessor's Parcel Number	Use/Occupancy Type	Existing	Proposed

APPLICANT INFORMATION:*

Applicant's Name			
Applicant Email		Phone	
Applicant Address	City	State	Zip

*if different from property owner, a completed Property Owner's Package will be required

PROPERTY OWNER INFORMATION:

Property Owner's Name (if different from Applicant)			
Property Owner Email		Phone	
Property Owner Address	City	State	Zip

TYPE OF UNPERMITTED DWELLING UNIT

- Attached ADU: An attached secondary unit with independent access, permanent spaces for living and sleeping, and a complete kitchen and bathroom. This includes converted ADUs from existing garages, basements, attics or other existing habitable or non-habitable spaces. Code compliant stairs are required for changes of floor elevations.
- Detached ADU: A detached secondary unit with independent access, permanent spaces for living and sleeping, and a complete kitchen and bathroom.
- Converted JADU: A JADU that is contained entirely within the floor area of a Single Family Dwelling with a separate exterior entrance. JADUs may be converted garage or attic spaces with separate sanitation facilities or may share sanitary facilities with the Single Family Dwelling. JADUs may also have efficiency kitchens as their permanent cooking facility.
- Other Unpermitted Residential Unit: Any residential dwelling unit that was constructed without permits is eligible for amnesty under this program.

PROOF OF CONSTRUCTION / CONVERSION DATE DOCUMENTATION:

Submit one or more of the following forms of documentation with this application:

- A signed/stamped letter from a licensed professional stating the date of construction
- The County Assessor’s initial date recognizing the unpermitted dwelling unit
- Escrow documents identifying the unit and the year of construction
- Prior official Building, Planning, or Code Enforcement records of the unit
- Real estate transfer disclosure forms for unpermitted unit If the above information is not available then a combination of the following can be utilized to establish the construction/conversion date
- Insurance documents
- Notarized letters from previous owners or tenants
- Photos (if available) dated, showing approximate time of construction
- Other documents will be considered on a case by case basis (i.e., construction contract documents)

ADDITIONAL REQUIRED SUBMITTAL DOCUMENTS:*

- Site plan showing placement of the unit(s) on the property and distances from property lines and other structures
- Floor plan of the unit(s)
- Elevations (side profiles) of the unit(s) (if not within the main dwelling’s envelope). Photos may suffice.
- Completed [Address Request or Change form](#) to request an official address for the unit(s)

ADDITIONAL OPTIONAL SUBMITTAL DOCUMENTS:

- A 3rd party licensed contractor may complete a preliminary inspection to determine the existing condition of the unit and possible scope of building improvements. Alternatively, the City of Cotati Building Dept. can offer this inspection. Submit documentation of this inspection from the contractor with your application (optional).

ACKNOWLEDGMENTS:

Read and *initial* each statement below to signify you understand or verify this information. Contact program staff with questions about these items.

- I understand that upon inspection under the Amnesty Program for Unpermitted Dwelling Units, any observed fire and life safety violations must be corrected in a timely manner and that I cannot request a 5-year delay of code enforcement for fire and life safety violations.
- I acknowledge that any Building Permit issued under the Amnesty Program for Unpermitted Dwelling Units will be recorded with the Sonoma County Assessor’s Office.
- I understand that any future life and safety violations and code enforcement violations must be addressed in a timely manner in order to maintain compliance with the Amnesty Program.
- I understand that units legalized under the Amnesty Program for Unpermitted Dwelling Units are still subject to inspections and that construction permits may be required to bring the unit into compliance.
- I acknowledge that if future violations or natural disasters necessitate alteration of the building in which the legalized/compliant unit exists, then future alterations will be properly permitted and constructed to current code requirements.

Note: Information submitted to the City in support of the Amnesty Program for Unpermitted Dwelling Units application will not be used as the basis for enforcement action *unless there is a clear and imminent danger to public and/or environmental health.*

CERTIFICATE OF INDEMNIFICATION

I hereby agree to defend, indemnify and hold harmless the City of Cotati and its officers and employees from

any and all claims arising from work connected with legalization under the Amnesty Program for Unpermitted Dwelling Units.

AUTHORIZATION OF ENTRY

I authorize a representative of the City of Cotati Building and Safety Division to enter the property for which I have applied for legalization under the Amnesty Program for Unpermitted Dwelling Units for the purpose of making inspections.

By my signature below, I hereby affirm under penalty of perjury that each of the above declarations is true.

Check One: Owner Agent

Name

Signature

Date