

## Applicant Instructions: Processing JADU Deed Restrictions

***When creating a Junior Accessory Dwelling Unit (JADU), a Declaration of Restrictions of Occupancy (Commonly known as a “Deed Restriction”) must be executed and recorded prior to occupancy (Final Inspection) of the unit.***

### **Instructions:**

1. Upon submittal of an application (plans, specifications, details and plan review fees) for a JADU, Community Development, Planning Division staff will provide you with the deed restriction document and these instructions for review. *Do not fill out the Deed Restriction at this time.* Both can also be found here:
  - <https://cityofukiah.com/adu-plans/>
2. Obtain a copy of the Grant Deed for your property. It can be obtained at the Mendocino County Clerk- Recorder’s Offices at 501 Low Gap Road, Ukiah, CA 95482. There is a nominal fee for obtaining document copies.
3. Contact Community Development staff to arrange to submit your Grant Deed:
  - Contact: 707-543-4649 [planningdivision@cityofukiah.com](mailto:planningdivision@cityofukiah.com)
4. Upon receipt of your Grant Deed, City of Ukiah staff will review and prepare the Deed Restriction for your signature, witnessed and attested by a notary. ***Note: All owners of record (their names are on the recorded Grant Deed) must sign the Deed Restriction.***
5. Once you’ve signed the Deed Restriction, and had your signature notarized, return the Deed Restriction to CDD personnel by mail and CDD will obtain the remaining approvals and signatures from City staff.
6. Upon completion of the remaining signatures and approvals, CDD staff will have the Deed Restriction recorded with the County Recorder’s Office. Alternatively, you may pick up the Deed Restriction to be recorded and return the conformed copy of the Deed Restriction to CDD staff.
7. CDD will document the receipt of the conformed Deed Restriction and allow occupancy (final inspection) of the JADU.