



## JUNIOR ACCESSORY DWELLING UNIT (JADU) DEED RESTRICTION AGREEMENT PROCESS

### APPLICATION PROCEDURE

**Step 1:** The Homeowner fills out the JADU Deed Restriction (JADU DR) form and prints it out. For Exhibit A in the DR document, a legal description of the boundaries of your property can be found in your title deed.

**Step 2:** Once filled out, the Homeowner has the document signed before a Notary. Only fill out and sign one of the duplicate notary pages in the document. The other page will be used by the City.

**Step 3:** The Homeowner delivers the notarized JADU DR form to the Development Center located at 285 Hamilton Avenue.

- Monday – Thursday: 8:30am – 4:30pm, closed for lunch from 12:30 – 1:30pm.
- Friday Closed

**Step 4:** The Current Planning Manager signs the JADU DR before a Notary on the City's behalf and notifies the Planner to tell the Homeowner the document is ready to be picked up at the Development Center.

**Step 5:** The Homeowner collects the signed document and brings the original and one copy of the Deed Restriction to the County of Santa Clara Recorder's Office. The County charges a recording fee (see Office of the County Clerk-Recorder for details). Location: East Wing, First floor, 70 West Hedding Street, San Jose, CA 95110.

**Step 6:** Once recorded, the applicant scans the endorsed copy of the JADU DR and sends it to the Planner via email, see on page 2.

**Step 7:** The Planner uploads the JADU DR file to the permit record in Accela. The Planner is then able to approve the Building Permit for Planning.

### Applicant to ensure the following information is provided to avoid delays

Applicant's First and Last Name:

Applicant's Phone Number:

Applicant's Email Address:

Project Planner:

Project Planner's Email:

**JADU Deed Restriction is filled out and signed**

**Legal Description is attached (Exhibit A)**