



JUNIOR ACCESSORY DWELLING UNIT (JADU) DEED RESTRICTION AGREEMENT PROCESS

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

Project Address:

Submittal Date:

Applicant's First and Last Name:

Applicant's Phone Number:

Applicant's Email Address:

City's Project Planner:

City's Project Planner's Email:

Application Procedure

Step 1: The Homeowner fills out the [JADU Deed Restriction](#) form and prints it out. In place of Exhibit A in the Deed Restriction document (page 8), provide a legal description of the boundaries of your property that can be found in your title report/grant 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 Deed Restriction 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 (all staff work remotely)

Step 4: The Manager of Current Planning signs the JADU Deed Restriction before a Notary on the City's behalf and notifies the Project 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 forms 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: 110 West Tasman Drive, First Floor, San Jose, CA 95135.

Step 6: Once recorded, the applicant scans the endorsed copy of the JADU Deed Restriction and sends it to their Project Planner via email.

Step 7: Project Planner uploads the forms to the permit record in Accela. The Planner is then able to approve Planning's portion of the Building Permit.

*The legal description of the boundaries of your property is provided as part of the paperwork you received when purchasing the property. If you cannot locate this paperwork, please contact the Office of the County Clerk-Recorder or a Title Company to obtain a copy.