



City of Sebastopol

AB 1033 Condominium Conversion Readiness Checklist

If you are seeking to sell or otherwise convey your accessory dwelling unit (ADU) as a property separate from a primary residence, you must first apply for a condominium conversion of the residence and ADU. Use this checklist to ensure your project qualifies for a condominium conversion under the following provisions:

State law AB 1033, effective January 2024, enables condominium conversions of ADUs, and California Code Section 66342 enables cities to adopt local ordinances to allow for the conveyance of an ADU as a condominium.

In January 2026, the Sebastopol City Council approved and incorporated state provisions into Sebastopol Ordinance No. 1162, specifying that permitted ADUs that meet all conditions may be conveyed through a Parcel Map as issued by the Public Works Department.

Only projects that meet all conditions of this checklist and that can provide the required documentation may proceed to submit a Parcel Map application.

For questions: Email planning@cityofsebastopol.gov or call (707) 823-6167

Questions:	Yes	No
1. Is the property in Sebastopol? Use the City’s GIS Viewer to locate your property, click “view additional details” on pop up bar, and scroll down to “Jurisdiction.” If “Sebastopol” shows up here, your property is within City limits.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a finalized building permit for the ADUs?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your proposal comply with the maximum allowed number of converted units? <ul style="list-style-type: none"> For single-family, duplex, or multifamily properties: Is there a maximum conversion of one primary residence and up to two ADUs? For duplex projects under SB 9: Is there a maximum conversion of up to two primary residences and up to two ADUs? 	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you the owner of the property, or do you have written authorization from the property owner to proceed with a Parcel Map application?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have your lienholder’s written permission for the conversion?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your ADU property located in an existing Homeowners Association (HOA)? <ul style="list-style-type: none"> If yes, do you have written authorization to proceed with a condominium conversion (approval by the board at a duly noticed board meeting, as defined in Section 4090 of the Civil Code)? 	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the condominium proposal conform to State and City Law? Is the condominium created pursuant to the Davis-Stirling Common Interest	<input type="checkbox"/>	<input type="checkbox"/>

<p>Development Act, Civil Code Division 4, Part 5 (commencing with Section 4000) and compliant with all applicable objective requirements of the Subdivision Map Act (Division 2 commencing with Section 66410) and all other objective requirements of Sebastopol Municipal Code Section 17.220.025(B)?</p>		
<p>8. Do you have a Condominium Plan for the new property? A Condominium Plan is necessary to form a Homeowners Association. The plan must be created by a licensed Surveyor or Civil Engineer and, at a minimum, must incorporate the following requirements:</p> <ul style="list-style-type: none"> • Establish the legal boundaries and legal description of each unit and any common areas. • Conveyance of any common or private outdoor space. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Do you have a site plan for the new condominium? The Site Plan must show:</p> <ul style="list-style-type: none"> • Existing buildings and structures on the subject property. • Distances between buildings/structures to property lines. • On-site utilities servicing existing buildings and structures and the proposed condominiums. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. If the ADU property is not located in an existing HOA, has an HOA or property owners' association been formed? The association, at a minimum, must provide for the administration, management, and maintenance of all of the following:</p> <ul style="list-style-type: none"> • All common areas, including landscaping, • Drive aisles and parking area, • Maintenance of the exterior of all buildings, • Pool or common roof, • The collection of dues, • Payment of utilities not billed separately to each unit, and • Enforcement of standards within the project. 	<input type="checkbox"/>	<input type="checkbox"/>

If your project meets all conditions and all documentation specified in the checklist is available, please proceed to the [City of Sebastopol's Permitting Portal](#) to submit your Parcel Map application.

Summary of Required Documents:

In addition to the materials required in the City's Tentative Map application submittal checklist, please submit the following with your Parcel Map application:

- #4 - Property owner's written and signed authorization if applicant is other than the property owner
- #5 - Lienholder's written consent if property has a lien, loan, or mortgage (attach to Condominium Plan)
- #6 - HOA's written authorization if there is an existing HOA
- #8 - Condominium Plan

- #9 - Site Plan (attach to Condominium Plan)
- #10 - Proof of HOA or property owners' association formation, including CC&Rs that apply to each owner of a condominium unit within the project

Don't Forget! Obtain New Address

A condominium conversion requires a new address for the ADU. They can no longer be designated as "Unit 2" or "Unit B." After recordation of the Parcel Map, Condominium Plan, and HOA documentation, please contact the Sebastopol Fire Department at (707) 823-8061 to complete an Address Assignment Request.