Community Development Department
Planning 707-838-1021
adu@townofwindsor.ca.gov
www.townofwindsor.ca.gov

ADU Rebate Program Guidelines

Program Qualifications

- The program period is November 2, 2026 – March 31, 2028, or until funds run out.
- The issue date for the building permit must be no earlier than November 2.
- Rebates are limited to individual homeowners.
- Only one rebate is allowed per individual or entity within the Town of Windsor.
- Only one rebate will be awarded per single-family residential lot/assessor parcel number.
- ADU units must be 1,200 square feet or smaller.
- ADU units over 650 square feet must have at least two bedrooms, and units over 1,000 square feet must have at least three bedrooms.
- Units must be deed-restricted as affordable for at least 5 years (units are not required to be rented).
- Pre-inspection of the area or space proposed for the ADU by Town staff is required.

Rebate Amounts

The maximum rebate amount is based on the size of the ADU as described below. The actual rebate received is based on the cost of construction.

- Up to $20,000 for units 500 square feet and smaller
- Up to $30,000 for units between 501-850 square feet
- Up to $40,000 for units between 851-1,200 square feet

In addition to the ADU Rebate, the homeowner may also be eligible for an additional $5,000 rebate if the ADU is designed to meet the Town's Universal Design Guidelines.

Universal Design Rebate

The Town is offering a Universal Design Rebate of up to $5,000. The purpose of Universal Design is to enhance the full life cycle use of housing without regard to the physical size, ability or disability of a home's occupants and guests. Basic Universal Design features include no-step entries, wider doors and hallways, lever door handles, rocker light switches, and grab bar reinforcements.

Program Funding

The State of California Department of Housing and Community Development (HCD) awarded a total of $650,000 to the Town of Windsor through a Prohousing Pilot grant. The Town of Windsor is eligible for this grant due its State-awarded Prohousing Designation. The grant funding is meant to incentivize development of affordable ADUs and accommodate accessibility improvements and Universal Design.

The available funding is $250,000 for ADU rebates. Rebates will be granted on a first-come, first-served basis until all the funds are expended.

Priority

- In the event that the volume of applications exceeds funding availability, priority will be given to lower income households.
- Units in high-resource areas as designated in the Town of Windsor Housing Element

Deed Restriction

The grant providing the funding for this rebate program requires the recordation of a deed restriction to ensure that the ADU remains affordable for a minimum of five years. The recorded deed restriction shall include language consistent with the tenant income limits and affordable rents provided in the table below, subject to annual adjustments to income levels provided by the California Department of Housing and Community Development (HCD). If the ADU is rented, it must be consistent with the tenant income limit table and maximum affordable rent table below. An ADU does not have to be rented in order to be eligible for the rebate.

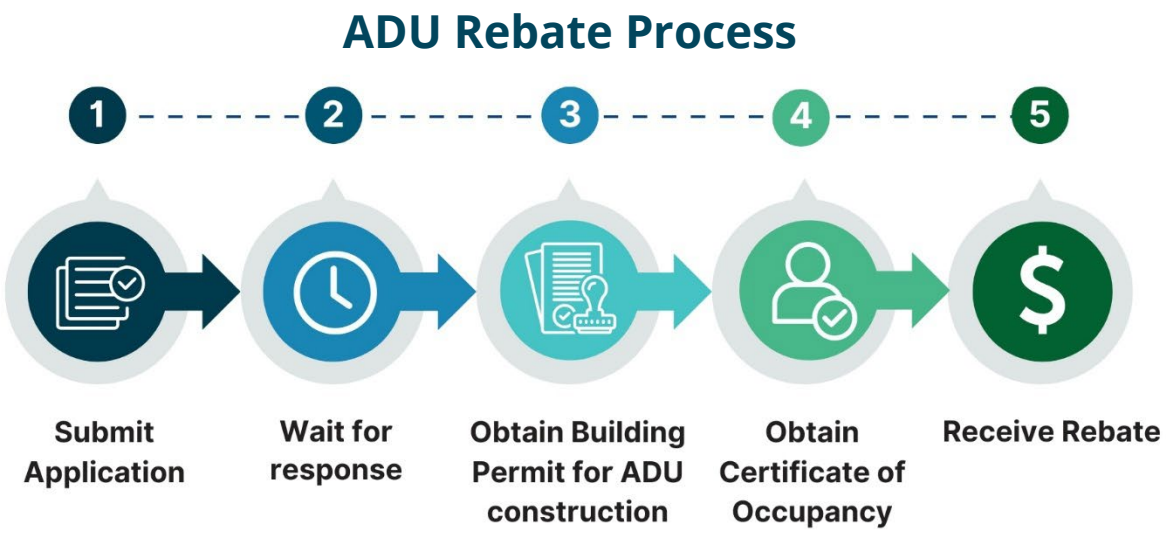
Tenant Income Limits as of June 2026

Household Size	Tenant's Maximum Income (80% of median income)	Monthly Rent[1]
1	$92,300	$2,307.50
2	$105,500	$2,635.50
3	$118,700	$2,967.50
4	$131,850	$3,296.25
5	$142,400	$3,560.00

1. Maximum rent shall include the amount paid by the Tenant for utilities, parking fees, and other charges. Income and rent limits in effect June 1, 2026. The Sonoma County Community Development Commission posts information on utility allowances online: https://sonomacounty.gov/development-services/community-development-commission/divisions/sonoma-county-housing-authority/property-owners/utility-allowances

Before you start

- Review the ADU Rebate Process (below).
- Review the ADU Building Permit Submittal Checklist by clicking here to access the list.



1. Submit an Application

Fill out the form and submit it to adu@townofwindsor.ca.gov to apply for the rebate. The rebate amount will depend on the size of the ADU and the cost of construction.

2. Town Response to Application

Town staff will review the application and respond by email within 10 business days. If the application is accepted, it will be assigned an application number which reserves the rebate amount. If the application is not accepted, staff will advise how it can be corrected. After the application is accepted, a second email will be sent with the application number, reserved rebate amount, and date of the reservation.

3. Obtain Building Permit for ADU Construction

A building permit must be issued for the ADU within 6 months of the rebate reservation to keep the rebate reservation. The Town will send emails when the building permit fees are ready to pay ("fees due") and after the fees are paid and the building permit is issued ("issued").

4. Obtain a Certificate of Occupancy & Record a Deed Restriction

To receive the rebate, a Certificate of Occupancy must be obtained for the ADU **within 18 months of Building Permit issuance or by March 31, 2028**, whichever is sooner. If more time is needed, an extension of time may be requested from the Community Development Department. The request must be made in writing and include the reason for the extension. The Building Official will issue the Certificate of Occupancy via email. A five-year deed restriction must also be recorded. A sample ADU Rebate Program deed restriction is available from Town staff. The deed restriction should be reviewed by Town staff prior to recordation to ensure it complies with program requirements.

5. Apply for and Receive Rebate

To request payment of the rebate, submit a copy of the Certificate of Occupancy, the recorded deed restriction, and receipts documenting the cost of construction. Documentation of construction costs may include a contract for construction services, receipts for materials and labor, copies of receipts for permit fees, and other similar information. Town staff will verify the rebate amount and issue the rebate, which will be sent as a check made payable to the property owner.

Contact

For additional information about this program, please email Kim Jordan, Planner III, at kjordan@townofwindsor.ca.gov or call (707) 838-5331.