

Map/Lot # _____ Zone _____ New Map # _____ Date Submitted _____ App. # _____

Application for an Accessory Dwelling Unit (ADU) per Zoning Ordinance section 305.29

If all of the criteria below are satisfied, the Planning and Zoning Director can issue a Letter of Authorization. If the Director determines that criteria are not being satisfied, a Letter of Denial will be issued, and the owner can, if sodesired, file for a Conditional Use Permit from the Planning Board. If a building permit is required, then the Occupancy / Use Permit shall be issued at the same time of the issuance of the Letter of Authorization. If no building permit is required, the ownershall schedule, and pay the fee for, an inspection by the Building Inspector to determine if the living space meets all theapplicable fire and life safety codes. Any code deficiencies must be corrected prior to the issuance of a Letter of Authorization.

A. Please provide the following information:

1. Location of the property for the proposed ADU:

Street Address: _____		Zone: _____
Owner	Person Completing Application	
Name: _____	_____	
Address: _____	_____	
City/State/Zip: _____	_____	
Phone Number: _____	_____	
Email: _____	_____	

3. Briefly describe the PROPOSED project, be specific:

4. Site has (Check appropriate response): ☐ City Water ☐ City Sewer ☐ Well ☐ Septic

B. The proposed ADU must comply with the following Criteria for Approval:

1. Only one (1) Accessory Dwelling Unit [ADU] shall be permitted on a parcel that contains a single-family dwelling.
2. The owner(s) of the property shall reside in either the principal unit or the ADU. At the time when a building permit or application is filed for the creation of the ADU, the owner must submit a notarized statement which documents that he/she will reside in one of the units.
3. The ADU must have either:
 - a) a common wall with the principal dwelling, with an interior door between the units; or,
 - b) be connected to the principal dwelling via breezeway / mudroom, that contains doors to both units.

In either case, the ADU shall be designed and built so that the appearance of the building remains that of a single-family house. Any new entrance that may be required shall be located on the side or in the rear of the building. For any exterior modifications to create the ADU, the owner shall submit appropriate plans / drawings to demonstrate that the changes to the building comply with the appearance requirements.

4. Any proposed addition to the structure necessary to create the ADU shall conform to the setback requirements of SECTION 305.14, [or any setbacks required by the Planning Board as a part of a separate permit process], be approved through the provisions of Section 305:18, or receive a variance.
5. No ADU shall be established in a condominium, or converted to condominium ownership.
6. No detached ADU's are allowed.
7. The ADU:
 - a) Shall not exceed 750 square feet.
 - b) Shall not contain more than 2 bedrooms.
8. Parking for the combination single family dwelling & ADU shall comply with the parking requirements at Section 305-19 of the Zoning ordinance. No new curb-cuts for a separate driveway are permitted.
9. Prior to the issuance of a Building Permit for the creation of the ADU, the owner/applicant shall provide evidence to demonstrate adequate provisions for water and sewage disposal for the principal dwelling unit and the ADU in compliance RSA 485-A:38 [or its successor statute or regulation].
10. All City Ordinances and regulations applicable to single-family dwellings shall also apply to the combined principal unit and the ADU.

**** On separate pieces of paper, please provide the following information:**

- a. A letter of authorization if you are not the owner of the property,
- b. A plot plan [or a marked up survey plan] showing all structures, the locations of driveways and parking area, and accessory structures [garage, shed, barn, etc.] on the property; the plan showing the proposed parking areas must be scalable so the ability to comply with the parking requirements can be checked on the site visit.
- c. Floor plans showing the proposed location of the ADU within the existing single family house.
- d. Detailed floor plans showing the size [in square footage], the dimensions and the layout of the rooms proposed for the ADU; this plan should show the location of all existing or proposed egress windows and doors, and Smoke / CO detectors;
- e. A Notarized Letter from the property owner affirming that he/she will reside in either the main house or the ADU, and identify which unit the owner will occupy.
- f. A completed building permit [if required]. Please note that the proposed ADU must comply with all applicable building and fire codes.

**** The Planning Director will contact you about scheduling a site visit. If a Building Permit is required, then additional fees will be required.**

Signature of Applicant

Date

Payment Amount: _____ ☐ cash ☐ check number _____ Date Rec'd _____