

SPECIAL PERMIT APPLICATION FOR IN-LAW/ACCESSORY APARTMENT CHECK LIST

IN-LAW/ACCESSORY APARTMENT REQUIREMENTS:

- ONE BEDROOM
- MINIMUM - 300 SQUARE FEET
_____ TOTAL APARTMENT SQ. FT.
- TOTAL FLOOR AREA (MAIN RESIDENCE INCLUDING APARTMENT)
_____ TOTAL SQ. FT.

EXAMPLE: TOTAL FLOOR AREA OF MAIN HOUSE 2,000 sq. ft.
TOTAL FLOOR AREA OF PROPOSED APARTMENT 500 sq. ft.
TOTAL AREA IN SQ. FT. 2,500 sq. ft.
MAXIMUM 30% OF APARTMENT TOTAL FLOOR AREA 750 sq. ft.
APARTMENT LIVING AREA CANNOT EXCEED 750 SQ. FT. (30% OF TOTAL FLOOR AREA.)

- SINGLE FAMILY HOME APPEARANCE
- FOUR (4) OFF-STREET PARKING SPACES
- APPROVAL OF HEALTH DISTRICT (SEPTIC)/SEWER AUTHORITY

PERMIT APPLICATION REQUIREMENTS:

- SPECIAL PERMIT APPLICATION
ASSESSORS MAP, PARCEL, LOT NUMBER (CAN BE OBTAINED IN TAX ASSESSORS OFFICE)
- NOTARIZED OWNER/OCCUPANT LETTER
- NOTIFICATION OF APPLICATION LETTER TO NEIGHBORS - 150 FEET
LETTERS SHALL BE POSTMARKED NOT LESS THAN **TWELVE (12) DAYS** PRIOR TO SCHEDULED PUBLIC HEARING DATE. ONE COPY ONLY.
- NEIGHBORS MAILING LIST
- COPY OF OWNERS DEED (TOWN CLERK)
- 5 COPIES OF SITE PLAN WITH BLOCK SHOWING PROPOSED VS. MINIMUM LOT AND BUILDING REQUIREMENTS
- FLOOR PLAN OF HOUSE AND APARTMENT (1"=4') (OBTAIN A FIELD CARD IN TAX ASSESSORS OFFICE FOR CURRENT SQ. FT. OF HOUSE)
- DRAWINGS OF PROPOSED NEW CONSTRUCTION, IF ANY
- APPLICATION FEE = \$ 260.00
- APPLICATION SIGNED BY OWNER OF MAIN RESIDENCE
- DATE OF APPLICATION _____
- P & Z PUBLIC HEARING DATE _____