



ADU – ZBA Special Permit Application

Owner's Name			
Address			
Phone		E-mail	
ADU Resident's Name			
Phone		E-mail	
ADU Resident's Relationship to Owner <i>(Select one)</i>	<input type="checkbox"/> spouse	Spouse of:	Child of:
	<input type="checkbox"/> parent	<input type="checkbox"/> parent	<input type="checkbox"/> parent
	<input type="checkbox"/> sibling	<input type="checkbox"/> sibling	<input type="checkbox"/> sibling
	<input type="checkbox"/> child	<input type="checkbox"/> child	<input type="checkbox"/> child
	<input type="checkbox"/> grandchild	<input type="checkbox"/> grandchild	<input type="checkbox"/> grandchild
		<input type="checkbox"/> Caregiver. If caregiver, select type of caregiver: <div style="text-align: right;"> <input type="checkbox"/> Elderly <input type="checkbox"/> Chronically Ill <input type="checkbox"/> Disable Owner </div>	
Total Occupants in Principal Dwelling Unit and ADU		Total Occupants not related to Owner <i>(not to exceed five)</i>	Owner to occupy: <input type="checkbox"/> Principal Unit <input type="checkbox"/> ADU

ADU Information	
Map & Page ID	Zoning District
Size of ADU <i>(not to exceed 850 sq. feet)</i>	Location of ADU: <input type="checkbox"/> basement, <input type="checkbox"/> attic, <input type="checkbox"/> 1 st floor, <input type="checkbox"/> 2 nd floor
Does ADU have separate provisions for <i>(ADU limited to one bedroom)</i> : Living <input type="checkbox"/> Yes <input type="checkbox"/> No; Sleeping <input type="checkbox"/> Yes <input type="checkbox"/> No; Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No; Eating <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number and location of Means of Egress:	
Describe where the interior door access between ADU and Principal Dwelling Unit is?	
Total number of off-street parking for Principal Dwelling Unit and ADU:	

I attest that the information in this application is true and accurate to the best of my knowledge and understanding:

Owner's Signature/Date

(over for Additional Information on ADUs)

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Additional Information Regarding the ADU Special Permit

- An ADU is an apartment in a single-family detached dwelling that is second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking, and eating.
- Only one ADU is allowed per lot.
- The owner of record shall be responsible for submitting an ADU application to the Building Commissioner.
- At least one of the units, the principal unit or the ADU, shall be owner-occupied.
- Occupancy of the unit not occupied by the owner is limited to a member of the owner's family or a caregiver and such caregiver's family.
- The owner may be temporarily absent for a period of up to nine-months or less if written notice is given to the Building Commissioner within 60 days of the commencement of the absence.
- The installation of the ADU requires the issuance of a building permit by the Building Commissioner.
- Occupancy of the ADU requires proof of the recorded Special Permit and an occupancy permit issued by the Building Commissioner.
- The initial occupancy permit shall remain in force for a three (3) year period from the date of issue if the ownership of premises is not changed. The Building Commissioner may issue permits for succeeding three-year periods provided the structure and use continues to conform to the By-Law.
- The Special Permit and occupancy permits are not be transferable upon a change in ownership or occupancy.