

# ACCESSORY APARTMENTS – APPLICATION HANDOUT

**The following information is necessary to properly review your application**

**Completed Application & Fee** (Note: Application and materials submitted may be submitted to the Planning and Zoning Commission for review and comment prior to issuance of a Zoning Compliance Permit.) **\*NOTE: It is the applicant's responsibility to supply the following information.**

**If the property is subject to a Conservation Easement/Restriction** you are required to submit proof that written notice of this application was made, by certified mail, to the party holding such restriction not later than 60 days prior to filing this permit application or submit a letter from the holder of the restriction verifying that the application is in compliance with the terms of the restriction.

**Please provide the following information:**

Type of Accessory Apartment proposed:	
Attached/Detached?	
If Detached: Provide distance to primary residence:	
Number of parking spaces provided for tenants:	
Shared Utilities? (electric, heat, water, septic)	Y/N
Separate Exterior Entrance?	Y/N
Lot Size – Total Acreage provided	

**Plot Plan drawn to scale containing the following information:**

North Arrow and Scale

Improvements to approved building lot showing:

- All structures located on the property (principal and accessory)
- Adjacent boundary lines and distances
- Required Zoning District setback lines
- Driveway location (if applicable)
- Location of well (if applicable) and septic system
- Location of any easements (if applicable)

Labeled use of all rooms within the accessory apartment **or** indicate location of area within the principal dwelling to be used as Accessory Apartment and label the use of all rooms within Apartment.

**Please provide copies of the following:**

- Copy of the **Current Deed** (*Available from Town Clerk's Office*)
- Copy of **Property Card** (*Available from Tax Assessor's Office*)
- Copy of **Tax Map/Plot Plan** (*Available from Tax Assessor's Office*)
- Copy of any **ZBA variances** (if applicable) (*Check in Land Use Office*)
- Copy of the written notification or letter from the holder of any Conservation restriction on the property.

**See Attached regulations for specific type of Accessory Apartment for possible additional required documentation to be submitted with application.**

**Building Plans to scale showing:**

Existing & proposed building/addition with dimensions  
Profile views from all sides

**NOTE: If proposal encroaches on the Building Set back line, the property line may have to be marked in the field for inspection prior to permit approval. Zoning and Ledge Light Health District Approvals are required before the issuance of a Building Permit.**

# ACCESSORY APARTMENTS – APPLICATION HANDOUT

## **1002.1 ACCESSORY APARTMENTS**

The construction and use of one accessory apartment associated with a single-family dwelling is permitted as follows:

### **A. General Provisions**

1. Only one accessory apartment shall be allowed on any lot.
2. No accessory apartment shall be approved as an accessory to a duplex residential or multi-family residential use.
3. The property shall be and shall remain owner-occupied.
4. The floor area of the (residential) accessory apartment shall not exceed 35% of the total floor area of the primary dwelling unit (not including finished basements, decks or detached accessory structures) with an overall maximum of 1,200 square feet, except for primary dwellings with a floor area less than or equal to 1200sf, the residential accessory apartment *may* be increased to a maximum of 420sf.
5. A residential accessory apartment may occupy the total area of any one-story attached or detached garage, or the total area of the second story of any two-story attached or detached garage but shall not exceed 1,200 square feet in size.
6. The accessory apartment may be either attached or detached; however, the following additional criteria shall apply to attached accessory apartments.
  - a. The space devoted to the accessory apartment within the principal residence, or non-residential building in the case of a commercial caretaker apartment, must contain a separate, above-grade, exterior entrance, which shall not be located on any wall facing any street.
  - b. The space devoted to the accessory apartment within a single-family dwelling or non-residential building must be interconnected by at least one doorway to the remainder of the dwelling, so that a person could gain access to the apartment from an interior doorway serving the remainder of the house (business), and vice versa.
  - c. At least one side of the accessory apartment shall be at or above grade, with any additional egress being at or above grade.
  - d. The accessory apartment shall have its own independent bathroom and kitchen facilities.
  - e. The minimum lot size shall be that of the underlying zone in which the property is located; i.e., even if the parcel is located within an overlay zone that allows smaller lot sizes, a lot with an accessory apartment must meet the larger lot-size requirements of the underlying zone.
  - f. The building, upon establishment of the accessory apartment, shall have any secondary entrance incorporated into the principal residence (or principal non-residential unit) to reflect the architectural style of a single-family unit (or existing non-residential unit for a commercial caretaker apartment).

### **B. Access and Parking**

1. No additional curb cuts shall be created to serve the accessory apartment. Access from the public right-of-way shall serve both the principal dwelling unit and accessory apartment.
2. A total of at least four off-street parking spaces (which may include garage and driveway spaces) shall be provided on the lot. Such parking shall not be located in the required front, side, or rear yard setback.



Town of North Stonington  
Planning and Zoning Commission

# Application for Staff Approval

Application Number:	<input type="text"/>	Receipt Date:	<input type="text"/>	Fee:	<input type="text"/> \$ <input type="text"/>		
<input type="checkbox"/> ZP	<input type="checkbox"/> AG	<input type="checkbox"/> LND DIST	<input type="checkbox"/> ACC	<input type="checkbox"/> CU/CUSR	<input type="checkbox"/> SFR	<input type="checkbox"/> FR SPLIT	<input type="checkbox"/> LLA

**Applicant:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner of Record:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Assessor Parcel Information:** Map:  Lot:  Deed Vol/Pg:

**Zoning District of Property:**  **Restrictive Overlay Area: (See Chapter 7)**   
R40 - R60 - R80 - C - HC - I - ED-RC      N/A - VPO - WSPO - SUO

**Specific Use as Listed under Zoning District in Regulations:**

**Detail of Use Requested:** \_\_\_\_\_

The applicant and property owner above are applying for a Site Plan Approval as specified above and in accordance with the Zoning Regulations of the Town of North Stonington.

\_\_\_\_\_  
Date Signature (Property Owner of Record)

**For Office Use Only:**  
Disposition and action taken by the Inland Wetlands Commission or Insignificant and Rights of Use Permits by the Inland Wetlands Officer. (Wetlands Permit is valid for 5 years form date of issuance as long as work has commenced)

\_\_\_\_\_  
\_\_\_\_\_

Signature of IWC Chairman or WEO: \_\_\_\_\_ Date: \_\_\_\_\_

The above stated proposal is hereby certified to ( ) comply ( ) not comply with the Town of North Stonington Zoning Regulations. (Zoning Permit is Valid for 1 year from issuance See Sect. 1201(F))

\_\_\_\_\_  
\_\_\_\_\_

Signature of PZC Chairman or ZEO: \_\_\_\_\_ Date: \_\_\_\_\_

**Basic Elements of the Plot Plan.** (Note: Proposed use or activity may have additional approval criteria specific to that use or activity.)

The following information shall be provided on an 8.5 x 11-inch plan (or greater), neatly drawn to scale.

1. Name, Address, North Arrow, Scale, and date of drawing;
2. Improvements to approved building lot showing:
  - All existing and proposed structures located on the property (principal and accessory)
  - Adjacent boundary lines and distances
  - Required Zoning District setback lines
  - Driveway location (if applicable)
  - Location of well and septic system (if applicable)
  - Location of any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission.
  - Any other information deemed necessary by the ZEO to determine compliance with these Regulations.
3. A zoning compliance chart or table that indicates the dimensional and use requirements for the property in the Zone and how the proposed structure and uses will comply with the requirements.

**Please provide copies of the following:**

- Copy of the **Current Deed** (*Available from Town Clerk's Office*);
- Copy of **Property Card** (*Available from Tax Assessor's Office*);
- Copy of **Tax Map/Plot Plan** (*Available from Tax Assessor's Office*);
- Copy of any **ZBA variances** (if applicable) (*Check in Land Use Office*);
- Copy of the written notification/letter from the holder of any Conservation restriction on the property; and
- If the resident is not the owner, please provide a letter from the owner(s) identifying and approving the proposed home occupation.
- Copy of the building plans and renderings of any proposed building specifying siding materials specified (front, side, and rear elevations shall be shown).
- Any other information deemed necessary by the ZEO to determine compliance with these Regulations.

**Possible Conditions of Approval:**

- Prior Planning and Zoning Commission Approval; and/or
- Other State or Local Agency Approval.