

ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS

SPECIAL PERMIT FOR ACCESSORY DWELLING

GENERAL INSTRUCTIONS:

To complete this application, you must fill in your name, address and telephone number, answer all questions, attach the required supporting documents, and submit both the application and advertising fees to the Town Clerk's Office. Each question and document satisfy one or more requirements of Article IX, Section 5500 – Accessory Dwelling Units Bylaw. If any answers or supporting documents are missing, your application may be rejected. It is recommended that applicants obtain a copy of the Accessory Dwelling Units Bylaw from the Town Clerk's Office, or from the Town's website: www.sudbury.ma.us, and review the pertinent requirements.

The following contact information may be helpful for obtaining the information required:

Assessor's Office – 978-639-3393 – assessor@sudbury.ma.us

Building Department – 978-440-5460 – building@sudbury.ma.us

Board of Health – 978-440-5478 – health@sudbury.ma.us

Town Clerk's Office – 978-639-3351 – clerk@sudbury.ma.us

Zoning Board of Appeals – 978-639-3389 – appeals@sudbury.ma.us

SUBMITTAL REQUIREMENTS:

- Submit eight (8) copies of the application and supporting materials, and a single PDF via email of all application materials combined together. When submitting plans along with your application, submit eight (8) eight copies that are no greater than 24x36 inches.
- Some property information is a necessary part of the application. This may be available at the Assessor's Office as are copies of maps of your neighborhood.
- A plot plan is required with your application. It consists of a drawing of your existing property along with the location of all buildings, parking areas (including entrances and exits) and septic systems, the measurement of lot area and of all boundaries, street and side yard setbacks, and street widths. The proposed accessory dwelling and any changes to location of driveways, walkways, or other structures should also be marked clearly on the plot plan to provide a before and after view.
- Drawings or a sketch of the streetscape, including any elevations viewed from a public way, should accompany your application.
- An architectural drawing or sketch, showing the interior room layout, floor area and total area, with dimensions of each of the main and accessory dwelling portions of the building.
- A letter from the Board of Health certifying that adequate provisions have been made for the disposal of sewage, waste and drainage generated by the accessory dwelling.

**ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS**

SPECIAL PERMIT FOR ACCESSORY DWELLING

- For a proposed unit in a detached building, a letter from the Building Inspector is required stating whether or not (1) the detached structure has been in existence for at least five years, (2) the lot meets the minimum zoning requirement for lot area in the district in which the lot is located, (3) the detached structure meets the minimum setback requirements that apply to the principal dwelling, (4) the Accessory Dwelling Unit occupies no more than 50% of the floor area of the detached structure, and (5) the Accessory Dwelling Unit is no greater than 850 sq. ft.
- \$100.00 Filing Fee (**payable to the Town of Sudbury**)
- Advertising Fee (payable to the Town of Sudbury) will be determined by publication cost.

The required letters should be requested from the following sources:

Board of Health

Department of Public Works Building
275 Old Lancaster Road
978-440-5478

Building Department

Department of Public Works Building
275 Old Lancaster Road
978-440-5460

THE PUBLIC HEARING:

- You will be advised by mail of the time and place of the ZBA's public hearing on your application.
- You, or a representative, must attend the hearing. If you are represented by an attorney and he or she wishes to present a written brief, it may be delivered to the Board at the hearing. Please provide at least six copies of submissions, one for each board member and the recording secretary.
- At the hearing you or your representative will be asked to briefly review your application and answer any questions presented by the Board.

ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS

SPECIAL PERMIT FOR ACCESSORY DWELLING

PART I: APPLICANT INFORMATION

You must possess title to the property in question and you must live on the premises.

Name(s): _____

Address: _____

Telephone number: _____ E-mail: _____

YES NO

- Do you reside at this address?
- Will you be residing in the primary residence?
- Will you be residing in the Accessory Dwelling Unit?
- Do you possess title to this property?

Date of Deed: _____ Book #: _____ Page #: _____

PART II: DESCRIPTION OF PROPOSED USE

There can only be one accessory dwelling per lot and it must have a single family residential appearance. It shall contain no more than 850 sq. ft., unless a waiver is requested and approved by the Board. Accessory Dwelling Units are allowed in detached structures, provided that the detached structure meets the provisions of Section 5523 of the Accessory Dwelling Units Bylaw. The specified number of parking places must be provided and they must not be more than two deep or within a right of way.

- 1) Will the proposed Accessory Dwelling Unit be within the principal residence, or in a detached structure? ___Principal Residence ___Detached Structure
- 2) If in a detached structure, has the detached structure been in existence for at least five years from the date of this application? ___ YES ___ NO
- 3) Will a waiver be required for the size of the Accessory Dwelling Unit (greater than 850 sq. ft. or greater than 30% of the floor area of the existing house)? ___ YES ___ NO
- 4) What is the square footage of the existing dwelling as defined in Section 5522 as the actual heated living area, which does not include unfinished basements, attics, or storage spaces? _____
- 5) What is the total square footage of the proposed Accessory Dwelling Unit? _____
- 6) What would be the total square footage of the existing house and new Accessory Dwelling Unit combined? _____

**ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS**

SPECIAL PERMIT FOR ACCESSORY DWELLING

7) What is the calculated percentage of the house to be used as the Accessory Dwelling (calculate using the answer to #5 divided by the answer to #6)? _____

YES NO

- Will the requested accessory dwelling be the only accessory dwelling at this address?
- Will the accessory dwelling have the appearance of a single family dwelling?
- Will there be any enlargements or extensions of the existing dwelling in connection with the accessory dwelling?
- Will an additional entrance to the accessory dwelling be located at the front of the house?
- Will there be exposed exterior stairways to the upper floors?
- Will at least two off-street parking spaces be provided for the main dwelling?
- Will at least one off-street parking space be provided for the accessory dwelling?
- Will any parking spaces be more than two deep?
- Will any parking places be located within the boundary of a street right of way?

PART III: SPECIAL PERMIT CRITERIA

a) Why does the applicant believe that the proposed use would be in harmony with the general purpose and intent of the Bylaw?

b) Why does the applicant believe that the proposed use would be located in an appropriate location, would not be detrimental to the neighborhood, and would not significantly alter the character of the zoning district?
