ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS

SPECIAL PERMIT APPLICATION FOR ACCESSORY DWELLING UNIT

GENERAL INSTRUCTIONS

To complete this application, you must fill in your name, address, telephone number, describe your property, answer several questions, and attach a plot plan, application fee, and advertising fee. Each item satisfies one or more requirements of the Article IX, Section 5500. Accessory Dwelling Units Bylaw and Massachusetts General Law. 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 at the Town's website at www.sudbury.ma.us, and review the pertinent requirements. The following suggestions will assist you in completing the application:

- Submit eight (8) hard copies of the application and supporting materials, and a single PDF via email of all application materials combined together. When submitting plans, please submit eight (8) hard copies measuring at least 11x17 inches in size.

- The property information is a necessary part of the application. This is available at the Assessor's Office as are copies of maps of your neighborhood.

- A Context Map (such as that available through the Town's website) displaying the surrounding adjacent properties and a Plot Plan are required with your application. A Plot Plan consists of a drawing of your property with the location of all buildings, parking areas (including entrances and exits), septic systems, lot area, property boundaries, street and side yard setbacks, and street widths. The proposed Accessory Dwelling Unit and any changes to the 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 Health Department certifying that adequate provisions have been made for the disposal of sewage, waste and drainage generated by the accessory dwelling.

- For a proposed Accessory Dwelling 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 (5) 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 square feet.

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The required letters should be requested from the following sources:

Health Department
Department of Public Works Building
275 Old Lancaster Road
978-440-5479

Building Department
Department of Public Works Building
275 Old Lancaster Road
978-440-5461

The following contact information may be helpful in obtaining the information necessary for your application:

Zoning Board of Appeals – 978-639-3389 – Appeals@sudbury.ma.us
Health Department – 978-440-5479 – Health@sudbury.ma.us
Assessor's Office – 978-639-3393 – Assessor@sudbury.ma.us
Town Clerk's Office – 978-639-3351 – Clerk@sudbury.ma.us
Building Department – 978-440-5461 – Building@sudbury.ma.us

THE PUBLIC HEARING

- You will be advised by mail of the time and place of the Zoning Board of Appeals public hearing for your application.

- All application submissions are subject to the Rules and Regulations adopted by the Zoning Board of Appeals in effect at the time of application.

- You, or a representative, must attend the public hearing. If you or your representative wish to submit supplemental materials, they may be delivered to the Zoning Board of Appeals at the hearing, but having this information several days in advance is preferable. The timely submission of materials will be accepted at the discretion of the Zoning Board of Appeals.

- At the public hearing, you or your representative will be asked to briefly review your application and to answer any questions from the Zoning Board of Appeals.

  Please submit completed applications and supporting materials to:

  Town Clerk's Office
  322 Concord Road
  Sudbury, MA 01776

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Case Number: _____
(To be Completed by Town Staff)

PART I. APPLICANT INFORMATION
You must possess title to the property in question and you must live on the premises.

Name: _____

Address: _____

Telephone #: _____ Email: _____

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 (1) accessory dwelling unit per lot and it must have a single-family residential appearance. It shall contain no more than 850 square feet, unless a waiver is requested and approved by the Zoning Board of Appeals. Accessory Dwelling Units are allowed in detached structures, provided the detached structure meets the provisions of Section 5523 of the Accessory Dwelling Units Bylaw. The specified number of parking spaces must be provided and they must not be more than two (2) deep or within a right of way.

a) Will the proposed Accessory Dwelling Unit be within the principal residence or in a detached structure? ____ Principal Residence ____ Detached Structure

b) If in a detached structure, has the detached structure been in existence for at least five (5) years from the date of this application? ____YES ____ NO

c) 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?
_____

d) What is the total square footage of the proposed Accessory Dwelling Unit?
_____

e) What would be the total square footage of the existing house and new Accessory Dwelling Unit combined? _____

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

g) Will a waiver be required for the size of the Accessory Dwelling Unit (greater than 850 square feet or greater than 30% of the floor area of the existing house)? ___ YES ___ NO

YES	NO	
☐	☐	Will the requested accessory dwelling unit be the only accessory dwelling unit at this address?
☐	☐	Will the accessory dwelling unit and existing dwelling unit together have the appearance of a single-family property?
☐	☐	Will there be any enlargements or extensions of the existing dwelling in connection with the accessory dwelling unit?
☐	☐	Will an additional entrance to the accessory dwelling unit be located at the front of the house?
☐	☐	Will there be exposed exterior stairways to the upper floors?
☐	☐	Will at least two (2) off-street parking spaces be provided for the main dwelling?
☐	☐	Will at least one (1) off-street parking space be provided for the accessory dwelling unit?
☐	☐	Will any parking spaces be more than two (2) deep?
☐	☐	Will any parking spaces be located within the boundary of a street right of way?

PART III. SPECIAL PERMIT CRITERIA

a) Why does the Applicant believe the proposed use or building would be in harmony with the general purpose and intent of the Zoning Bylaw?

_____

_____

_____

_____

_____

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b) Why does the Applicant believe 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?

_____

_____

_____

_____

_____

c) Why does the Applicant believe adequate and appropriate facilities will be provided for the proper operation of the proposed use?

_____

_____

_____

_____

d) Why does the Applicant believe the proposed use would not be detrimental or offensive to the adjoining zoning districts and neighboring properties due to the effects of lighting, odors, smoke, noise, sewage, refuse materials, or visual nuisances?

_____

_____

_____

_____

e) Why does the Applicant believe the proposed use would not cause undue traffic congestion in the immediate area?

_____

_____

_____

_____

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f) Has a Special Permit previously been requested? Yes _____ No _____

If YES, Case #: _____ Applicant: _____

Approved _____ Denied _____

PART IV. REQUIRED ATTACHMENTS

- $100.00: Filing Fee (payable to the Town of Sudbury)
- $25.00: Advertising Fee (payable to the Town of Sudbury)
- Plot Plan/Site Plan displaying the location of all buildings, parking areas (including entrances and exits), septic systems, lot area, property boundaries, street and side yard setbacks, and street widths
- Elevations, floor plans, photographs, and other supplemental materials

PART V. SIGNATURES

I certify all of the above answers are true to the best of my knowledge.

Applicant
Signature: _____ Date: _____

Property
Owner
Signature: _____ Date: _____
(if different from Applicant)