

PROTECTED USE ADU PROCESS AND SUBMITTAL REQUIREMENTS

1. Does your ADU qualify as a Protected Use ADU under the Bylaw Section 14.4?
 - a. Address: _____
 - b. Parcel Number: _____
 - c. Height of the structure as measured from the lowest exposed point. Section 13.1 _____
 - d. Number of stories. _____ See Zoning Bylaw Definition of Story.
 - e. Setbacks Section 13.2: sides _____, back lot line _____, Front lot line _____
 - f. Gross Floor Area of ADU _____. See Zoning Bylaw section 14.4.1(b).
 - g. Floor Plans with dimensions.
2. Do you have an existing Protected Use ADU on your property? _____
 - a. A second ADU requires a Special Permit from the Zoning Board of Appeals.
3. Do you have an existing Accessory Apartment (as defined in Section 14.3.1 of the Zoning Bylaw) on your property? _____
4. Site Plan stamped by a Professional Land Surveyor showing all buildings on the lot including the new ADU, the ADU’s setbacks (See section 13.2) and the location of parking if required.

Building Commissioner Determines, whether the proposal meets the definition of a Protected Use ADU.

Date: _____ Building Commissioner

Determination: _____

5. Is your lot non-conforming? _____
6. Is your primary dwelling non-conforming? _____

If your lot or structure is non-conforming, you must apply to the ZBA for a Section 6 Finding.

The Fee for ZBA Finding is \$50.00

Dimensional Requirements of conforming lots can be found in Section 6.5 of the Zoning Bylaw - R-1 Development Regulations - Standard Development

If you are unsure if your lot is conforming, please reach out to the Building Inspector for guidance.

7. Zoning Board of Appeals: MGL Chapter 40A section 6 Finding

Pre-existing nonconforming structures or uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the permit granting authority or by the special permit granting authority designated by ordinance or by-law **that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.**

Date _____ ZBA Finds as follows: _____

If your ADU is detached, you will need Site Plan approval from the Planning Board. If your ADU is attached, you may need Site Plan Approval. Please see the Planning Department.

The Fee for Site Plan Review of a Protected Use ADU is \$100.00

8. Planning Board Site Plan approval required? YES _____, NO _____

Date of Site Plan Approval: _____

9. Conservation Commission Permitting Required? YES _____, NO _____

Date of Conservation Commission Approval: _____

10. Historical Commission Demolition Permit Required? YES _____, NO _____

Date of Historical Commission Demolition Permit Approval: _____

11. Board of Health Approval Required? Yes _____, NO _____

Date of Board of Health Approval: _____