

MARBLEHEAD PLANNING BOARD
ACCESSORY DWELLING UNIT (ADU) APPLICATION

PART I:

Name(s): _____ Address: _____

Telephone number: _____ E-mail: _____

Do you reside at this address? YES ___ NO ___

Will you be residing in the primary residence or the Accessory Dwelling Unit? YES ___ NO ___

Do you possess title to this property (or have a P&S)? YES ___ NO ___

Date of Deed: _____ Book #: _____ Page #: _____ or copy of signed P&S

Is this a single-family residence? YES ___ NO ___

The accessory dwelling unit may not be sold or transferred separate and apart from the principal dwelling to which it is an accessory use. YES ___ NO ___

Note: All the answers above must be YES to apply

PART II: DESCRIPTION

(1) The proposed Accessory Dwelling Unit be within or attached to the principal residence, or within or attached to or a new detached structure. _____ Principal Residence _____ Detached Structure

(2) Are all stairways to the accessory dwelling unit above the first floor shall be located on the rear or side of the dwelling. YES ___ NO ___ N/A _____

(3) How many bedrooms will the ADU have? _____

(4) Is the size of the Accessory Dwelling Unit 1000 sf or less? YES ___ NO ___

(5) What is the square footage of the existing dwelling? _____

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

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

(8) 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)? _____

(9) The accessory dwelling unit does not exceed 50% of the gross floor area of the principal dwelling
YES ___ NO ___

10) Will at least one off-street parking space be provided for the accessory dwelling?
YES ___ NO ___

PART III: REQUIRED ATTACHMENTS

- (1) A certified plot plan of the proposed accessory dwelling unit, the principal dwelling where it is to be located is attached YES ____ NO ____
- (2) Floor plans and elevations. YES ____ NO ____

Note: Plans attached plans shall be drawn to scale and identify the existing structure and proposed modifications to create the accessory dwelling unit.

- (3) A Narrative Description of the units including number of bedrooms, size and layout and addressing the following:

- a. Architectural features and design are compatible with the existing neighborhood.
- b. Vehicular and pedestrian movement is safe and convenient (parking is provided or adequate in neighborhood, curb cuts do not exceed allowed).
- c. Adverse effects on abutters are minimized (limited or no impact from the street; and privacy).

PART IV: FURTHER

By signing this application, I certify that I understand the following:

- (1) The principal dwelling and the accessory dwelling unit will remain in common or single ownership and shall not be severed in ownership.
- (2) Short-term rentals, as defined (less than 90 days), are prohibited in both the accessory and principal dwelling units and I will not rent to a tenant for less than 90-day lease or arrangement.
- (3) when a structure, which has received a permit for an accessory dwelling unit, is sold, the new owner(s), if they wish to continue to exercise the Permit, must, within thirty (30) days of the sale, submit a notarized letter stating that they will occupy one of the dwelling units on the premises as their primary residence. This shall be part of the municipal lien certificate.

Applicant Signature: _____

Applicant Name: _____

Date: _____