

Fitzwilliam Planning Board
PO Box 725
Fitzwilliam, NH 03447

Application for Conditional Use Approval – Accessory Dwelling Units

Date Received _____

Fees Received _____

1. Name of Applicant/Owner _____

2. Mailing Address _____

_____ Phone _____

3. Name of Owner's Authorized Agent _____ Phone _____

4. Location of Subject Property _____

5. Tax Map # _____ Lot # _____ Land Use District _____

6. I am applying for:

___ a. A unit that is entirely enclosed within the existing home

___ b. A unit that is attached to the exterior of the existing home

___ c. A unit that is being created in a separate existing structure on the property

___ d. A unit that is being created in a new structure on the property

9. Are other town, state or federal permits/approvals required? ___ If yes, describe _____

10. Estimated start date _____ Estimated completion date _____

This application must be accompanied by: 1) a list of names and mailing addresses for all abutters within 200 feet of all boundary lines; and 2) all application fees and notice costs - checks payable to the Town of Fitzwilliam.

The undersigned hereby requests a Conditional Use Permit for the above referenced project from the Planning Board. I understand that prior to formal review, the Planning Board will first review this application and supporting materials for completeness and if found to be incomplete, the application will not be processed. In making this application, I also understand that any special engineering costs incurred as a result of the review of this plan must be paid by the applicant prior to final action by the Board. I further agree to grant the Town of Fitzwilliam and its agents, permission to enter upon the property for the purposes of inspection regarding this application.

Signature of Owner

Date

Signature of Owner's Agent

Date

Fitzwilliam Planning Board
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Complete each checklist item required for your application. If you are requesting a waiver, you **must submit a written request** along with the application and checklist. Please note that this checklist is used for efficiency and does not take the place of the list of requirements spelled out in the Zoning Ordinance.

CHECKLIST			
SUBMISSION ITEM	SUBMITTED		WAIVER REQUESTED
1. A sketch of the property showing all existing and proposed structures, parking areas, and any other relevant information.			
2. Compliance with §127-9.B:			
a. If attached, the outside appearance of the ADU must not alter the character or appearance of the principal dwelling unit as a single-family residence.			
b. Only one ADU shall be allowed per principal single family dwelling unit on any lot of record.			
c. The ADU shall have a separate house number from the principal single family dwelling unit.			
d. The property owner is required to reside in either the principal or the accessory unit.			
e. In the absence of an existing state approved septic plan on file with the Town, which is adequate to meet the increased load of an ADU, a new state approved septic plan will be required to be on file in accordance with NH RSA 485-A:38.			
f. The ADU, as secondary and incidental to the principal dwelling unit, may not exceed eight hundred (800) square feet in gross floor area.			
g. The ADU may not have more than two bedrooms.			
h. If the ADU is within or attached to the principal dwelling unit, there must be a working interior door between the two units, but it is not required to be locked.			
i. Both principal and ADU's shall share a common access to a state, town or private road. Adequate off-street parking shall be provided, and adequate provisions must exist or be made for ingress and egress.			
j. The Historic District Commission shall approve all plans for ADU's when proposed in the Historic District.			
k. An ADU may not be used for short-term rentals, as defined by §127-3.			
l. An ADU in a detached accessory building shall be recorded by deed addendum at the Registry of Deeds, indicating the conditions and limitations of the approval granted.			
m. The single-family dwelling or the accessory living unit shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the existing single-family dwelling.			