



Town of Newton, New Hampshire

CONDITIONAL USE PERMIT

ACCESSORY APARTMENT

I herein make application to the Planning Board of the Town of Newton for a permit an accessory apartment at the location listed below, as provided for in the Zoning Ordinances Section XIII, "Accessory Apartments."

The intent of this ordinance is to increase housing alternatives while maintaining neighborhood aesthetics and quality. One accessory apartment per property is allowed.

DATE:	PROPERTY LOCATION & ACREAGE:	MBL#:
APPLICANT'S NAME:	MAILING ADDRESS:	PHONE:
EMAIL ADDRESS:		
ENGINEER INFORMATION	NAME, ADDRESS, PHONE NUMBER	
SEPTIC DESIGNER INFORMATION	NAME, ADDRESS, PHONE NUMBER	

Fees for Accessory Apartment

Application Fee - \$ 100.00
NPREA Fee - \$ 275.00

Attachments:

Accessory Apartment Worksheet _____
Floor Plan _____ Plot Plan _____ Abutter Labels _____

ONLY FULLY COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS WILL BE FORWARDED TO THE PLANNING BOARD.

PLEASE REFER TO PROCEDURES SECTION OF THE NEWTON ORDINANCE MANUAL ONLINE FOR SUBMISSION REQUIREMENTS.

I declare that I am the applicant/owner of the property for which this application is made. I have read the provisions of the Newton Zoning Ordinances Section XIII and the Newton Policies and Procedures Manual. I agree to comply with them, and to be subject to all their provisions.

I certify the above statements are true and accurate:

Signature of Applicant

Date

Signature of Owner

Date

CONDITIONAL USE PERMIT ACCESSORY APARTMENT CHECKLIST

<input type="checkbox"/>	1. The property owner shall occupy one of the two units.
<input type="checkbox"/>	2. A sketch of the property showing all buildings and structures has been provided .
<input type="checkbox"/>	3. No more than two (2) bedrooms shall be in the accessory apartment.
<input type="checkbox"/>	4. No more than 4 persons shall occupy the accessory apartment.
<input type="checkbox"/>	5. Adequate off-street parking shall be provided , a total of 4 parking spaces.
<input type="checkbox"/>	6. Verification from the health inspector or other health official that the existing septic system is adequate for both the primary dwelling and the accessory apartment has been provided .
<input type="checkbox"/>	7. A state-approved septic design for a replacement system has been provided along with the application.
<input type="checkbox"/>	8. Accessory apartment shall be attached to the primary dwelling unit.
	9. There shall be direct and convenient access from the accessory apartment into the primary dwelling unit and a separate exterior entrance/exit.
<input type="checkbox"/>	10. Entrance to the accessory apartment shall be located on the side or rear of the building and appearances shall remain that of a single-family residence.
<input type="checkbox"/>	11. Accessory apartment shall be a maximum of 800 square feet.
<input type="checkbox"/>	12. Primary dwelling unit and accessory apartment shall share common utilities, including well, septic, heating and electrical services.
<input type="checkbox"/>	13. Design for the accessory apartment shall be as such that it would be readily adaptable to conversion into part of the primary dwelling.
<input type="checkbox"/>	14. A copy of the property assessment card has been provided .
<input type="checkbox"/>	15. Abutters labels have been provided .

By signing this application to the Planning Board, you give permission for the Newton Planning Board to conduct a site visit should one so be ascertained to be necessary. An appointment for any such site plan will be arranged with the property owner and/or tenant beforehand.

I certify the above statements are true and accurate:

_____	_____
Signature of Applicant	Date

FOR OFFICE USE ONLY

PLANNING BOARD DECISION:	PLANNING BOARD SIGNATURE:	DATE:
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ACTION

<input type="checkbox"/> APPROVED	Attach Notice of Decision	Board Vote
	Date Recorded	
<input type="checkbox"/> DENIED	Reason(s) For Rejection	Board Vote

ACCESSORY APARTMENT INSTRUCTIONS

Section XIII

Accessory Apartments. The intent of this ordinance is to increase housing alternatives, while maintaining neighborhood aesthetics and quality. One accessory apartment per property is allowed.

The following documents must accompany all applications:

1. Names and mailing addresses of all abutters (see directions below).
2. A floor plan of the proposed accessory apartment showing location of rooms (with measurements for each), and the egress into the main dwelling unit and the exterior egress location.

This does not need to be a professionally drawn plan but should be legible and show the measurements of the apartment (to be not larger than 800 sf).

3. Drawn plans showing setbacks from dimensions of the lot, lot boundaries and locations of existing structures, names of abutting streets, septic location and well location. This does not need to be a professionally drawn plan, but legible.
4. Show where the apartment will be attached to the main dwelling and also show parking for both the main dwelling and the accessory apartment and include a North arrow. This does not need to be a professionally drawn plan but should be legible enough to identify where the listed items are.
5. A copy of the current waste disposal plan, if applicable.

ABUTTER LABELS

HOW TO PRODUCE THEM

ABUTTER shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Include Owner, Applicant (if different) and any professionals who created/stamped your plans (per RSA 672:3). Please submit 3 self-adhesive labels per.

To find your abutters:

1. Go to: <https://www.newton-nh.gov/>
2. In the right-hand menu box (kind of olive green), click on the GIS Mapping link.
3. On the new screen in the upper left click on search, then either type in your address or name. Your lot should be in the middle of the screen. If not click on your property in the menu that will be on the left side of your screen.
4. Again, in the upper left, beside your name is a small icon that says ABUTTERS, click it.
5. Set the "Select parcels within" to 50 feet (your abutter's lots will turn salmon coloured.)
6. Click on "+add or remove" and click on your own lot, it will change colour.
7. Under "Reports" you will see a choice of "Abutters Reports" and "Mailing Labels". Click on "Mailing Labels" the PDF version. A pop-up will appear in the middle of your screen.
8. Click on "Mailing Labels PDF" in the pop-up and a new window will open with the Mailing labels in format for printing on any self-adhesive label sheet that is 3 rows across and 10 per column.
9. Load 3 sheets of labels into your printer and choose the tiny printer icon in the upper right corner (depending on your program it may be on the left). Have it print 3 sets.

If you have a professional who prepared your plans, ask them to supply you with 3 mailing labels for each abutter, and professional who stamped or signed your plans.