

From: Ch. 40A S 9 "Each application for a special permit shall be filed by the petitioner with the city or town clerk and a copy of said application, including the date and time of filing certified by the city or town clerk, shall be filed forthwith by the petitioner with the special permit granting authority.

**Barn, Stable and Carriage House Preservation
Application Form for Special Permit**

Bolton, Mass _____ 20_____
(Date of Filing)

Name of Applicant_____

Address_____

Deed or property Recorded in: Book No. _____ Page _____ of
the _____ Registry of Deeds.

Location and Description of Property (include zoning district(s)) : _____

Lot Frontage: _____ feet Lot Area: _____ Square Feet

Year detached barn, stable, or carriage house was built: _____ (must be prior to 1925)

Accessory Apartment Home Occupation as Accessory Use

Description of Accessory Apartment or Accessory Use Requiring a Special Permit:

Signature of Owner or Agent_____

Address_____

Phone Number_____

Date Received_____

By_____

Fee Paid_____

Barn, Stable and Carriage House Preservation Checklist for Special Permit

Accessory Apartments

- _____ Barn, stable or carriage house must have existed continuously since 1925.
- _____ Barn, stable or carriage house must have a minimum net floor area of 400 square feet.
- _____ Barn, stable or carriage house and principal dwelling must be and remain located on the same lot.
- _____ At least one of the dwellings must be and remain owner occupied.
- _____ Principal dwelling must be included in the Historical and Architectural Inventory of Bolton, MA or alternatively qualify by having been built prior to 1925 with a detached barn, stable or carriage house.
- _____ The Building Inspector shall confirm by Inspection that the existing principal dwelling on the lot must be used only as a single-family dwelling during such time as the barn, stable or carriage house is being used as a dwelling. A two-family dwelling may be converted to a single-family dwelling to meet this requirement. The Building Inspector shall confirm by inspection that the existing dwelling is being used only as a single-family dwelling before issuing a certificate of occupancy for the use of the barn, stable or carriage house. The owner of the property must sign an affidavit recorded at the Registry of Deeds with the special permit accepting such requirement.
- _____ Exterior façade of the barn, stable or carriage house shall substantially retain its appearance as a barn, stable or carriage house, and exterior architectural features shall be preserved to the maximum extent practicable, keeping in mind the barn, stable or carriage house will be a dwelling. If the façade of the barn, stable or carriage house shall have been changed from its original appearance prior the filing for a special permit, it shall be restored to be consistent with the architecture of the period of its construction. The SPGA shall obtain a report from the Bolton Historical Commission as to exterior features that it recommends be preserved or restored and which, if any, proposed exterior alterations should be allowed on the barn, stable or carriage house. The existing footprint shall remain substantially the same but shall not increase more than 10%.
- _____ Sufficient off-street parking must be provided for occupants of the barn, stable or carriage house.
- _____ Barn, stable or carriage house shall meet all building code requirements.
- _____ Compliance with Fire Department requirements.
- _____ Compliance with state and local Board of Health requirements.
- _____ Compliance with state and local wetland bylaws and regulations.

Barn, Stable and Carriage House Preservation Checklist for Special Permit

Accessory Uses: Home Occupation

- _____ The Structure used must have been in existence prior to 1925. Any and all additions to the original structure must be in keeping with the original architectural style.
- _____ Sufficient off-street parking must be provided and such parking areas must be in keeping with the character of a single-family residence. Crushed stone may be considered as an acceptable paving surface for this use. No more than two parking spaces shall be located within the front yard of the property.
- _____ No external change which alters the residential appearance. The residential character of the premises must be preserved. All materials and products shall be stored only within the dwelling. All work or sale of goods must be carried on inside the building used.
- _____ No exterior display, no exterior storage of materials, and no other exterior indication of the permitted use or other variation from the residential character of the principal building other than a sign as permitted under Section 250-18E of the Bolton Zoning Bylaw.
- _____ Permitted use shall be carried out by the person who resides in the principal dwelling or the barn, stable, or carriage house.
- _____ Not more than two persons other than the residents of the dwelling and not more than a total of four are employed at any one time on the premises in the permitted use.
- _____ No equipment or process shall be used which creates offensive noise, vibration, smoke, dust, odors, fumes, heat, or glare detectable to the normal senses off the premises.
- _____ Permitted use shall not allow shipments by vehicles not customarily making deliveries in a residential area.
- _____ No highly toxic, explosive, flammable, combustible, corrosive, radioactive or similar hazardous materials are to be used or stored on the premises in amounts that exceed those that are typically found in normal residential use.
- _____ The occupied space for the permitted use shall not exceed more than 1/3 of the floor space of the living area of the principal dwelling, if it is being used as an accessory use to the principal dwelling, or more than 1/3 of the floor space of the living area of the accessory dwelling, if it is being used as an accessory use to the accessory dwelling.
- _____ Barn, stable or carriage house and principal dwelling must be and remain located on the same lot.
- _____ Existence of safe vehicle access to and from the property.
- _____ Existence of safe pedestrian access to and from the site.
- _____ Barn, stable or carriage house shall meet all building code requirements.
- _____ Compliance with Fire Department requirements.
- _____ Compliance with state and local Board of Health requirements.
- _____ Compliance with state and local wetland bylaws and regulations.

**Barn, Stable and Carriage House Preservation
Submittals for Special Permit**

NINE (9) COPIES OF ALL HARDCOPY SUBMITTALS

_____ APPLICATION FORM

_____ FILING FEE (\$540)

_____ CERTIFIED ABUTTERS LIST PREPARED BY BOARD OF ASSESSORS (WITHIN 500 FEET)

_____ DEVELOPMENT IMPACT STATEMENT

- Description of proposed or possible uses
- Off-street parking & traffic impact
- Existence of safe vehicle access to and from the property
- Existence of safe pedestrian access to and from the site
- No creation of offensive noise, smoke, odor, heat, etc.
- Signage
- Lighting
- Number of employees
- Hours of operation
- Bathroom facilities

_____ LOCUS PLAN

_____ PHOTOGRAPHS OF UNDERLYING SUBJECT PROPERTY AND RELEVANT STRUCTURES

_____ FLOOR PLAN

- Net floor area(s)

_____ ELECTRONIC FORMAT OF SUBMISSION (PDF)

- Submit to townplanner@townofbolton.com or on CD