

From: Ch. 40A §9 "Each application for a special permit shall be filed by the petitioner with the city or town clerk and a copy or 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.

**Detached Accessory Apartment  
Application Form for Special Permit**

Bolton, Mass \_\_\_\_\_ 20\_\_\_\_\_  
(Date of Filing)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant is (check one): Owner \_\_\_\_\_ Agent \_\_\_\_\_ Prospective Buyer \_\_\_\_\_

Recorded in: Book No. \_\_\_\_\_ Page \_\_\_\_\_ of the Worcester Registry of Deeds.

Bolton Assessor's Map and Parcel: \_\_\_\_\_

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

\_\_\_\_\_

Lot Frontage: \_\_\_\_\_ feet Lot Area: \_\_\_\_\_ Square Feet

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Detached Accessory Apartment Requiring a Special Permit (attach additional sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date Received \_\_\_\_\_

By \_\_\_\_\_

Fee Paid \_\_\_\_\_

## **Detached Accessory Apartment**

### **Criteria for Special Permit**

**Please check all those that apply.**

- ☐ The detached accessory apartment is in conformity to the Bolton Zoning Bylaw.
- ☐ The owner of the property shall occupy either the principal dwelling or the accessory apartment.
- ☐ There shall be a maximum of one accessory apartment per residence and it shall have its own complete kitchen and complete bath and toilet facilities.
- ☐ Accessory apartments shall not be used for online home rental services for transient occupancy.
- ☐ The detached accessory apartment shall appear incidental to the principal residence.
- ☐ The gross heated floor space of living area of the detached accessory apartment shall not exceed the lesser of fifty percent of the gross floor area of the principal dwelling or 1200 square feet.
- ☐ Existing accessory buildings built prior to May 3, 2021, whose gross floor areas exceed the maximum allowed area may be considered at the discretion of the Special Permit Granting Authority.
- ☐ An additional driveway or curb cut for the use of the detached accessory apartment may be considered at the discretion of the Special Permit Granting Authority.
- ☐ Adequate provision shall be made for ingress and egress to the outside from the detached accessory apartment as required by State Building Code.
- ☐ Adequate parking shall be arranged on the premises so as not to disturb abutting properties or be detrimental to the neighborhood.
- ☐ Compliance with state and local Building Code.
- ☐ Compliance with Fire Department requirements.
- ☐ Compliance with state and local Board of Health requirements.
- ☐ Compliance with state and local wetland bylaws and regulations.

## **Submittals for Special Permit**

NINE (9) COPIES OF ALL HARDCOPY SUBMITTALS

\_\_\_\_\_ APPLICATION FORM

\_\_\_\_\_ FILING FEE (\$100 plus \$6 per abutter)

\_\_\_\_\_ CERTIFIED ABUTTERS LIST PREPARED BY BOARD OF ASSESSORS (WITHIN 300 FEET)

\_\_\_\_\_ AFFIDAVIT STATING THE OWNER OCCUPIES EITHER THE PRINCIPAL DWELLING OR THE ACCESSORY APARTMENT, EXCEPT FOR BONA FIDE TEMPORARY ABSENCES.

\_\_\_\_\_ 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

\_\_\_\_\_ LOCUS PLAN

\_\_\_\_\_ PHOTOGRAPHS OF UNDERLYING SUBJECT PROPERTY AND RELEVANT STRUCTURES

\_\_\_\_\_ FLOOR PLAN

- Proposed interior and exterior of the structure

\_\_\_\_\_ ELECTRONIC FORMAT OF SUBMISSION (PDF)

- Submit to [townplanner@townofbolton.com](mailto:townplanner@townofbolton.com) or on CD