



Scituate Planning Board

APPLICATION FOR ACCESSORY DWELLING SPECIAL PERMIT 3/2015, 5/2021

General Information for Applicants

If you have a private septic system and your accessory dwelling will increase the total number of bedrooms for your property, please contact the Board of Health before filing your application to make sure your system can handle the additional wastewater.

If construction of your accessory dwelling will involve disturbance of any land within 100' of a wetland, you must file a Notice of Intent with the Conservation Commission before any land is altered.

New water service is required for accessory dwellings. There may be a fee for each new hook up to the town water system. Please contact the DPW Water Division at 781-545-8735 for more information. If your property is on sewer, please contact the DPW Sewer Division at 781-545-8736 as there may be additional fees for providing sewer service to an accessory dwelling.

Instructions to applicants:

When applying for approval of an Accessory Dwelling Special Permit, please include the following:

- _____ 1) Sixteen copies of this form, the deed to the property, and authorization for submission by someone other than the owner, if applicable;
- _____ 2) 16 copies of:
 - A Site Plan showing the lot and its location, the existing house, any proposed additions that will change the footprint, driveway and parking areas and other important features;
 - Floor plans of the existing house and proposed accessory dwelling; and
 - Elevations of any additions or new construction;
 - Documentation of provisions for sewage, waste and drainage use generated by the occupancy of the accessory dwelling;
 - Statement of how the accessory dwelling complies with the purpose and conditions of the bylaw
- _____ 3) PDF files of the full application package (application form, deed, P&S is applicable, CAD File, etc.) and plan by e-mail concurrently with the physical receipt of the hard copies of the application and plan in the office A check for \$750 payable to the Town of Scituate;
- _____ 4) A completed Request for Abutters form;
- _____ 5) A notarized letter from the current or prospective owner stating that the owner will occupy one of the dwelling units on the premises.
- _____ 6) The most recent tax bill showing all taxes due on the property are paid in full

Required Information:

IS ACCESSORY DWELLING: WITHIN A SINGLE-FAMILY HOUSE or DETACHED (circle one)

LOCATION (Street address): _____

ASSESSOR REF: MAP _____ BLOCK _____ PARCEL _____

APPLICANT(S): _____

ADDRESS: _____

TELEPHONE and EMAIL: _____

OWNER(S): _____
ADDRESS: _____
TELEPHONE and EMAIL: _____

AGENT (IF DIFFERENT): _____
ADDRESS: _____
TELEPHONE and EMAIL: _____

FLOOR AREA OF PROPOSED ACCESSORY DWELLING: (gross s.f.) _____ (net s.f.) _____

ACCESSORY DWELLING IS _____% OF THE TOTAL SQUARE FOOTAGE OF THE PRIMARY DWELLING

ACCESSORY DWELLING HEIGHT (IF DETACHED): _____

Signature of Applicant: _____ Date: _____

Signature of Owner (s): _____ Date: _____

Signature of Owner (s): _____ Date: _____

ALL SIGNATURES MUST BE ORIGINAL AND INCLUDE ALL OWNERS

For accessory dwellings in a single-family house:

FLOOR AREA OF PRIMARY DWELLING: _____

BEDROOMS IN EXISTING HOUSE: _____

BEDROOMS IN PRIMARY DWELLING: _____

#BEDROOMS IN ACCESSORY DWELLING: _____

For accessory dwellings above a business:

NAME OF BUSINESS(ES) IN STRUCTURE: _____

OF ACCESSORY DWELLINGS IN STRUCTURE HOUSING THE BUSINESS(ES): _____

For accessory dwellings in a detached dwelling:

FLOOR AREA OF PRIMARY DWELLING: _____

FLOOR AREA OF ACCESSORY DWELLING _____

BEDROOMS IN EXISTING HOUSE: _____

BEDROOMS IN PRIMARY DWELLING: _____

#BEDROOMS IN ACCESSORY DWELLING: _____