



Town of Southborough  
INCORPORATED 1852  
SOUTHBOROUGH, MASSACHUSETTS 01772

9 CORDAVILLE ROAD  
SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
508-485-0717 ext. 1

## Zoning Board of Appeals Accessory Apartment Application

### Accessory Apartment Application Form

(Please answer all the following – use additional pages as necessary)

#### APPLICATION INFORMATION

This Application is for (please check one):

Special Permit     Variance     Appeal from a decision of the Building Inspector/Zoning Officer

Sections of the Zoning Bylaw Applicable to Application:

#### PROPERTY INFORMATION

Address:

Map/Lot:

Zoning District:

Book/Page:

Total Land Area:

Lot Frontage:

Present Use:

Proposed Use:

Existing Habitable Floor Area of Entire Dwelling Plus Accessory Building:

Proposed Habitable Floor Area of Accessory Unit:

Percentage of Existing Habitable Floor Area Proposed for Accessory Unit:

Check all applicable:

100' Wetland Buffer Zone     200' Riverfront Area  
 Disturbing more than 1 acre     Flood Plain

#### BUILDING COMMISSIONER REVIEW (OPTIONAL)

To avoid project delays, this Application and all supporting documentation should be reviewed by the Southborough Building Commissioner prior to filing with the Town Clerk. Please drop off your application and supporting documentation to the Building Department, 9 Cordaville Road, at least 15 days prior to the filing deadline. Incomplete applications will not be signed by the Building Commissioner.

This application has been deemed complete by the Southborough Building Commissioner.

Signature of Building Commissioner:

Date:



Town of Southborough  
BOARD OF APPEALS

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## Zoning Board of Appeals Accessory Apartment Application

Town Clerk Filing Date

Hearing Date

### PROPERTY OWNER/APPLICANT INFORMATION

The undersigned hereby certifies that they have read and examined this application, checklist, and the Board of Appeals Application Instructions and that the proposed project is accurately represented in this Application and supporting documentation, and hereby requests a hearing before the Board of Appeals with reference to the above application.

**Applicant Name:**

**Address:**

**Phone:**

**E-Mail:**

**Signature:**

**Date:**

**Applicant is:**  **Owner**  **Agent/Attorney**  **Other (please explain):**

**Applicant Name:**

**Address:**

**Phone:**

**E-Mail:**

**Signature:**

**Date:**

**Applicant is:**  **Owner**  **Agent/Attorney**  **Other (please explain):**

**Property Owner Name (if different from applicant):**

**Address:**

**Phone:**

**E-Mail:**

**Signature:**

**Date:**

**Property Owner Name (if different from applicant):**

**Address:**

**Phone:**

**E-Mail:**

**Signature:**

**Date:**

### APPLICANT REPRESENTATIVES

Please list any Applicant Representatives who will be present for or will prepare materials for the public hearing(s):

Name	Role (e.g. attorney, architect, etc)	Address	Telephone Number

*\*NOTE: any such Applicant representatives whose statements or work product are presented to the Board must disclose the nature and extent of any personal interest (beyond payment of customary fees for their services) related to the Application.*



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# Zoning Board of Appeals

## Accessory Apartment

### Application

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#### Checklist of Required Materials

*Information to be submitted with Application*

**Application Fee:** Check payable to the Town of Southborough or online via ViewPoint

**Completed Accessory Apartment Application Form & Checklist**

**Project Narrative:** a thorough description of the existing conditions and/or use; the proposed changes; justification of the proposal; and any other relevant information that the Board may need in reviewing the application. Project narrative must include the following requirements as outlined in Section 174-9 (1)-(4):

- The habitable floor area of the accessory unit shall not exceed 25% of the habitable floor area of the entire dwelling plus that of any accessory building used for the accessory dwelling
- There is no other apartment on the lot on which the accessory apartment is proposed.
- Not more than the required minimum exterior alterations have been or will be made to the one-family house and to any accessory buildings, and the site plan of the lot and floor plans of the dwelling thereon have been filed with the Building Inspector prior to the application to the Board of Appeals.
- The total cumulative number of accessory apartments permitted by the Board of Appeals since January 1979 shall at no time exceed 5% of the total number of one-family houses in Southborough at the beginning of the year in which the application is filed, based on the Assessor's records. Residences containing apartments shall be counted as one-family houses for the purposes of this subsection.

**Floor Plans – Existing & Proposed:** must show that the habitable floor area of the accessory unit shall not exceed 25% of the habitable floor area of the entire dwelling plus that of any accessory building used for the accessory dwelling

**Existing Site Plan that includes the following:** location, square footage, and dimensions of lot and all structures on the property; height; setbacks of all such structures from the property lines; other relevant features such as driveways, parking, easements, streams, wetlands, wells, septic systems, etc. The plan must be prepared and stamped by a registered land surveyor.

**Proposed Site Plan that includes the following:** location, square footage, and dimensions of lot and all structures on the property; building elevations; setbacks of all such structures from the property lines; other relevant features such as driveways, parking, easements, streams, wetlands, wells, septic systems, etc. The plan must be prepared and stamped by a registered land surveyor.

**Building elevations:** show existing conditions and proposed changes drawn to scale. For anything other than one- and two-family residential developments, all architectural plans must be prepared by a registered architect.

**Recommendation from the Board of Health:** as required by Zoning Code Section 174-9 B.

**Recommendation from the Planning Board:** as required by Zoning Code Section 174-9 B.

**Photographs:** current photographs of the subject property, illustrating the appeal point(s).

**Copy of the deed for the property:** can be obtained from the Worcester County Registry of Deeds.

**Certified list of abutters:** as obtained by the Assessor's office



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- Legal ad form:** applicant is responsible for payment to the newspaper to publish the Public Hearing Notice.
- Electronic files:** to be submitted via ViewPoint, the online permitting software
- OPTIONAL:** Letters of support

### Prepare the required documents as follows:

- Town Clerk Application Packet** – deliver to Town Clerk's Office, 17 Common Street
  - One (1) copy application form & checklist
  - One (1) copy of all required & supporting materials (plans no larger than 11"x17")
- Zoning Board of Appeals Packet** – submit on ViewPoint
  - Application fee (Checks made payable to the Town of Southborough)
  - One (1) copy application form & checklist
  - One (1) copy of all required & supporting materials (plans no larger than 11"x17")
  - One (1) copy of the Certified Abutters list as obtained from the Assessor's Office
  - One (1) legal ad form