

**MARBLEHEAD PLANNING BOARD
ACCESSORY DWELLING UNIT (ADU) SITE-PLAN
REVIEW APPLICATION**

PART I:

Name(s): _____ Address: _____

Telephone number: _____ E-mail: _____

Property Address: _____ Zoning District _____

Assessors Map/Plat Number: _____ Parcel/Lot Number: _____

(1) Is the proposed accessory dwelling unit on a parcel that is zoned
to permit a single-family residential use? YES __ NO __

(2) Detail the location of the proposed ADU (please circle the correct option):

- a. New ADU in a primary dwelling
- b. New ADU in a lawfully existing accessory building
- c. New ADU in a proposed accessory building

PART II: DESCRIPTION

(1) How many bedrooms will the ADU have? _____

(2) Is the size of the Accessory Dwelling Unit 900 square feet of gross floor area (GFA) or less?

YES __ NO __

(3) What is the total square footage of gross floor area (GFA) for the primary dwelling? _____

(4) What is the total square footage of gross floor area (GFA) for the proposed Accessory Dwelling Unit? _____

(5) What is the Accessory Dwelling Unit's total gross floor area as a ratio to the principal dwelling unit's total gross floor area? (calculate using the answer to #4 and divide by the answer to #3) _____

(6) The accessory dwelling unit does not exceed 50% of the total gross floor area of the principal dwelling

YES __ NO __

(7) Is the parcel of land that is proposed to have an ADU within 0.5 miles of a commuter rail station, subway station, ferry terminal or bus stop/bus station?

YES __ NO __

PART III: REQUIRED ATTACHMENTS

(1) A stamped survey plan that indicates the principal dwelling location and the proposed accessory dwelling unit YES ____ NO ____ N/a ____

Note: A stamped survey plan is not required if the proposed ADU is within the existing footprint of the existing primary dwelling and is not expanding that existing footprint

(2) Floor plans and elevations YES ____ NO ____

Note: Plans attached shall be drawn to scale (minimum 1/8" = 1' scale) and identify the existing structure and proposed modifications to create the accessory dwelling unit

(3) Building Department sign off for the proposed ADU(s) design (this includes proposed floor plans and elevations). YES ____ NO ____

(4) A Narrative Description of the units including number of bedrooms, size and layout

(5) A check for \$75.00 made out to "The Town of Marblehead"

PART IV: FURTHER

By signing this application, I certify that I understand the following:

- (1) Short-term rentals - as defined (less than 90 days), are prohibited in the accessory dwelling unit(s) and I will not rent to a tenant for less than 90-day lease or arrangement.
- (2) Gross Floor Area (GFA) – The sum of the areas of all stories of the building of compliant ceiling height pursuant to the Building Code, including basements, lofts, and intermediate floored tiers, measured from the interior faces of exterior walls or from the centerline of walls separating buildings or dwelling units but excluding: crawl spaces, garage parking areas, attics, enclosed porches and similar spaces. Where there are multiple Principal Dwellings on the lot, the Gross Floor Area of the largest Principal Dwelling shall be used for determining the maximum size of a Protected Use ADU.
- (3) That all required building, plumbing, DPW, utility, water and sewer, and any other relevant permits are pulled prior to ANY work being done on a proposed ADU.

Applicant Signature: _____

Applicant Name: _____

Date: _____