



## ACCESSORY APARTMENT APPLICATION

### APPLICATION FEE

\$60.00 (500 SF or Less)

\$90.00 (500 SF or Greater)

### ***SUBMITTAL REQUIREMENTS***

- Letter of Intent
- One Copy of Physical Survey/Site Plan of the Property (including accessory apartment)
- Architectural Rendering(s) of the Accessory Apartment, if applicable

#### **Accessory apartments to be permitted in the Town must adhere to the following use requirements**

*(see UDO Section 710.070 for reference)*

- ◇ Only one (1) accessory apartment is permitted on a residential lot.
- ◇ Accessory apartments can be attached or detached on the same lot, so long as it is in compliance with the UDO for setbacks and lot coverage.
- ◇ The primary home or accessory apartment shall be owner-occupied.
- ◇ Accessory apartments are to be no greater than 50% of the primary home, or 900 square feet in size, whichever is smaller. Such uses shall also not exceed 25 feet in height, or the height of the primary home's roof surface, whichever is less.
- ◇ For parking, accessory apartments shall do the following:
  - At least one (1) parking space shall be provided for an accessory apartment.
  - A minimum of three (3) parking spaces is to be provided on a residential lot, with two (2) spaces for the primary home and one (1) additional space for the accessory apartment.
  - ◇ An accessory apartment's parking shall be constructed of the same materials (i.e., asphalt, concrete, gravel, etc.) as the current lot's parking.
- ◇ An accessory apartment shall follow these design requirements:
  - An accessory apartment's entrance shall not be oriented in any way as to face a public right-of-way.
  - If detached, then an accessory apartment shall be located behind the rear plane of the primary home.
  - Any current landscaping/screening for the lot must be shown, as additional landscaping/screening may be required by the Town as a part of the plan review.
  - Accessory apartments shall be constructed of the same building materials as the primary home.
- ◇ Accessory apartments cannot be subdivided or separated in ownership from the primary home in any way.
- ◇ Accessory apartments permitted by the Town must conform to all County, state, and federal building code requirements.

# ACCESSORY APARTMENT APPLICATION

GENERAL INFORMATION		
Subdivision Name		
Project Address		
Zoning Designation	Lot #	
Total Acres	Parcel #	
PROPERTY OWNER		
Name	Address	
Phone	Email	
Signature	Date	
PROJECT CONTACT		
Name	Company	
Occupation	Address	
Phone	Email	
<p>I have read and understand the definition of an accessory apartment as described in the Town's Unified Development Ordinance (UDO) and will keep my accessory apartment use within these guidelines. I understand that this is to be used as an accessory apartment use only, and is not to be used for any other purpose whatsoever on my property, subject to the regulations and requirements of the Town's UDO. I further understand that if I do not adhere to the Town's UDO that it could result in a notice of violation, fines, and/or judicial remedies.</p>		
<b>APPLICANTS SIGNATURE</b>		<b>DATE</b>
<b>PUBLIC NOTARY</b>		
Notary Name	Notary Seal	Notary Date