

CITY OF PORTSMOUTH

New Hampshire

CONDITIONAL USE PERMIT APPLICATION:

Accessory Dwelling Unit & Garden Cottage

Department Use Only

Assessor Plan # _____	Lot # _____	Date _____
Zone _____	Lot area _____	Fee _____
		By _____

Applicant _____ Owner of Record _____

Applicant Street Address _____ Owner Street Address _____

Applicant City / State / Zip _____ Owner City / State / Zip _____

Applicant phone (____) _____ Owner phone (____) _____

Applicant e-mail _____

Location (street address) of proposed work: _____

Existing Use is Single-Family Residence: Yes: _____ No: _____

All applications must file an [online building permit application](#) as well at (<https://portsmouthnh.viewpointcloud.com/#/1071>).

Building Permit Application # _____

Please Note: Accessory Dwelling Units & Garden Cottages are permitted on lots containing one existing single family dwelling unit. Only one Accessory Dwelling Unit or Garden Cottage is permitted per lot.

Proposed Use:

Attached Accessory Dwelling Unit (AADU) (See Article 8, Section 10.814.40)

Detached Accessory Dwelling Unit (DADU) (See Article 8, Section 10.814.50)

Garden Cottage (See Article 8, Section 10.815)

_____ Total Number of Bedrooms Proposed for AADU, DADU, or Garden Cottage

The undersigned certifies that all the required conditions exist for granting of this request according to the terms of the Zoning Ordinance as demonstrated in the attached submittals.

Only complete applications will be accepted by the deadline date. A complete application shall consist of: a completely filled out application form with original signatures, the application fee, twelve (12) packets of required plans and any supporting documents or photos, and an electronic file in PDF format of application and all submissions. Incomplete applications will not be accepted. Applications received after the deadline will be scheduled for the following month. The owner or his/her representative is required to attend the Planning Board Public Hearing for the above Conditional Use Permit.

Signature of Property Owner (If not owner, authorization to file on owner's behalf is required) _____ Date _____

Please PRINT name here _____

**Applicant's Responsibilities
& Submission Requirements**

1. All applications for Conditional Use Permits (CUP) must be submitted to the Planning Department prior to the published deadline.
2. An online Building Permit application must also be filed for the project in order for the CUP application to be considered complete.
3. An applicant shall only be the owner of the property or the owner's authorized representative.
4. It is the obligation of the applicant to submit adequate plans and exhibits to demonstrate compliance with Sections 10.814 & 10.815 of the Zoning Ordinance. Such materials shall include:

<ul style="list-style-type: none"> <input type="checkbox"/> Scaled Site Plan(s) (no greater than 11"X17") showing existing and proposed conditions including: <ul style="list-style-type: none"> - Scale legend, title, address of project, date, source of displayed data - Front, side and rear setback / yard dimensions (this is the distance from a building to the lot line) and distance between buildings - Lot dimensions - Abutting street(s) and street names - Location and dimensions of driveways / accessways - Dimensions (size and height) of buildings - Dimensions, number, and location of parking spaces both existing and proposed - Location and description of open space and landscaping <input type="checkbox"/> Labeled photo(s) of existing structures/buildings on property <input type="checkbox"/> Labeled photo(s) of adjacent properties <input type="checkbox"/> Scaled interior floor plans of the proposed dwelling unit including total gross floor area <input type="checkbox"/> Scaled building plans and elevations of any proposed new construction or renovations of existing buildings including any proposed exterior lighting 	<ul style="list-style-type: none"> <input type="checkbox"/> A detailed written statement explaining how the proposed project will support the following findings: <ul style="list-style-type: none"> - The principal and accessory dwelling units will remain under common ownership (included in condominium ownership) - The principal or accessory dwelling will be occupied by the owner of the property - Neither the principal nor accessory dwelling shall be used for any business, except that the owner may have a home occupation use in the unit that he or she occupies - The accessory dwelling will not result in excessive noise, traffic, or parking congestion <input type="checkbox"/> If applicable, a detailed explanation for any requests to the Planning Board to modify a specific dimension and/or parking standard
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5. The applicant shall submit one (1) original and eleven (11) copies of the application and any plans, exhibits, and supporting documents.
6. The applicant shall provide electronic files in Portable Document Format (PDF) of all submittals.
7. The Planning Department reserves the right to refuse applications which do not meet these minimum requirements. The Planning Department may also require additional information and/or exhibits as needed to illustrate the scope of the project.

I have read the above list of responsibilities, have provided all required information, and such information is current, accurate, and complete to the best of my knowledge.

(Applicant's Signature, date)

The Applicant is encouraged to consider the following when completing the application:

- Provide neat and clearly legible plans and copies
- Use of color or highlights is encouraged in order to identify pertinent areas on plans
- Applicants are encouraged to review the application with a member of the Planning Department staff prior to submittal
- All applicants are encouraged to discuss the project with impacted neighbors