

# CITY OF PORTSMOUTH

## New Hampshire

### CONDITIONAL USE PERMIT APPLICATION:

### Accessory Dwelling Unit & Garden Cottage

Department Use Only

Assessor Plan # \_\_\_\_\_  
Zone \_\_\_\_\_

Lot # \_\_\_\_\_  
Lot area \_\_\_\_\_

Date \_\_\_\_\_  
Fee \_\_\_\_\_  
By \_\_\_\_\_

Fill in below by printing in ink or typing / Complete all Blanks or indicate "N/A" if not applicable

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: \_\_\_\_\_  
(if no, please explain)

**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)

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 with original signatures, the application fee, and twelve (12) packets of required plans and any supporting documents or photos. 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, state relationship to property)

Please PRINT name here \_\_\_\_\_

**Applicant's Responsibilities  
& Submission Requirements**

1. All applications for Conditional Use Permits must be submitted to the Planning Department prior to the published deadline.
2. A Building Permit application must also be filed for the project for which Conditional Use Permit is sought. The Building Permit application can be submitted with the Conditional Use Permit application or filed prior.
3. An applicant shall be one of the following: a) the owner of record of the property, or b) the holder of a valid purchase and sales agreement for the purchase of the subject property, or c) the holder of a valid option for the purchase of the subject property.
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"> <li><input type="checkbox"/> Site Plan(s) showing existing and proposed conditions including:             <ul style="list-style-type: none"> <li>- Front, side and rear setback / yard dimensions (this is the distance from a structure to the lot line) and distance between structures</li> <li>- Lot dimensions</li> <li>- Abutting street(s) and street names</li> <li>- Driveways / accessways</li> <li>- Dimensions (size and height) of structures</li> <li>- Dimensions, number, and location of parking spaces both existing and proposed</li> <li>- Interior floor plans. In the case of AADU's, a floor plan shall show an interior door and 25% common wall between units</li> <li>- Adequate open space and landscaping that is useful for both the accessory and primary dwellings</li> <li>- Twelve (12) copies of scaled site plans no greater than 11" x 17"</li> </ul> </li> <li><input type="checkbox"/> Labeled photo(s) of existing structures and neighborhood condition</li> <li><input type="checkbox"/> Building plans and elevations of any proposed structures or renovations of any existing structures to demonstrate that changes shall maintain the appearance of a residential dwelling compatible with the existing residence and surrounding properties</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Written statement explaining how the proposed project will support the following findings:             <ul style="list-style-type: none"> <li>- The principal and accessory dwelling units will remain under common ownership (included in condominium ownership)</li> <li>- The principal or accessory dwelling will be occupied by the owner of the property</li> <li>- 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</li> <li>- The accessory dwelling will not result in excessive noise, traffic, or parking congestion</li> </ul> </li> </ul>
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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 clear plans
- 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