



## **Town of Barnstable Accessory Affordable Apartment Program Site Approval Application**

Site Approval for an Accessory Affordable Apartment confirms that the proposed apartment unit(s) meets all of the requirements of the Accessory Affordable Apartment Program (AAP) and that you as an applicant understand to and agree all the requirements of program participation. An initial consultation with Planning and Development Department staff should be completed prior to submitting a Site Approval Application. If you have not yet had an initial consultation, please contact Anna Brigham, Planner, at 508-862-4682.

### **Submitting an Application**

All required information and materials must be submitted with your application. It is strongly recommended that all applications be reviewed by Planning and Development Department staff to ensure a complete application prior to submittal. The following are required for a complete Site Approval application:

- Site Approval Inspection with Building Division**  
A site visit to confirm the proposed unit meets or will meet all Building Code requirements must be scheduled and completed with the Building Division prior to site approval. If you have not yet scheduled a site visit, contact the Building Division at 508-862-4038.
- Site Approval Application**  
Please submit a completed copy of the attached application.
- Deed to Property**  
Applications must be accompanied by a copy of your Certified Quit Claim Deed (or a valid Purchase & Sales Agreement)
- Property Survey/Existing Conditions Plan**  
Applications must be accompanied by a survey or plan showing the dimensions of the lot and the existing buildings on the property and the locations of buildings relative to property lines. A plot plan typically accompanies your mortgage or a copy may be found in the Town's Building Division or Health Division files.
- Septic Questionnaire from Health Division**  
Submit a completed septic questionnaire, signed by staff with the Health Division, confirming that your septic system complies with the total number of bedrooms requested for program participation at your property. *Note: Floor plans for development on the property, including room measurements, must accompany the questionnaire.*
- Accessory Affordable Apartment Program Participation Affidavit**  
Submit a signed, notarized affidavit agreeing to the conditions of participation in the Accessory Affordable Apartment Program.
- Demonstration of Primary Residency**  
Copy of tax bill, voter registration or driver's license
- \$100/unit Application Fee**  
An application fee of \$100/unit is required. Checks should be made payable to the Town of Barnstable. We do not accept credit/debit cards.  
**\* This application fee is non-refundable \***

## **Process & Timeframe**

Planning and Development Department staff will process the application for Site Approval once all materials have been completed and submitted.

- Site Approval is issued by the Town Manager under the authority of Chapter 9, Article II of the Barnstable Town Code and Massachusetts General Law Chapter 40B.
- The Town Manager may issue a Site Approval letter confirming your application has been approved.
- Within three months of receiving Site Approval, you must file a Comprehensive Permit application with the Zoning Board of Appeals to complete the requirements for participation in the Accessory Affordable Apartment Program or Site Approval will lapse.

**If site approval is issued by the Town Manager, the next step is to file a Comprehensive Permit Application with the Zoning Board of Appeals. Prior to submitting an application, you are encouraged to contact the Planning and Development Department, Anna Brigham at (508) 862-4682 or [anna.brigham@town.barnstable.ma.us](mailto:anna.brigham@town.barnstable.ma.us)**



## Town of Barnstable Accessory Affordable Apartment Program Site Approval Application

The undersigned hereby applies in accordance with the General Ordinance of the Town of Barnstable Chapter III, Article LXV, Pre-existing & Unpermitted Dwellings, for the issuance of a site approval letter.

**Applicant Name** \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant E-Mail \_\_\_\_\_

**Property Information:**

Assessor's Map/Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Number of Years Owned: \_\_\_\_\_ Groundwater Overlay District: \_\_\_\_\_

**Program Eligibility – Threshold Criteria:**

Please check the following, as applicable. The proposed unit(s) is/are:

- A dwelling unit or dwelling units for which there does not exist a validly issued variance, special permit or building permit, does not qualify as a lawful, non-conforming use or structure, for any or all the units, and which was in existence on a lot of record within the Town as of January 1, 2000.
- A dwelling unit or dwelling units that was in existence as of January 1, 2000 and which has been cited by the Building Department as being in violation of the zoning ordinance.
- A new accessory unit in a single-family owner-occupied dwelling
- Transfer of a previously permitted Family Apartment to the Accessory Affordable Apartment Program.
- Transfer of previously permitted Accessory Apartment to new ownership.

**Brief Explanation of Request:**

\_\_\_\_\_  
\_\_\_\_\_

Proposed Number of Bedrooms in Unit(s): \_\_\_\_\_ Proposed Unit Square Footage(s): \_\_\_\_\_ sq.ft

**Existing Level of Development on the Property:**

Number of Buildings: \_\_\_\_\_ Gross Living Area: \_\_\_\_\_ sq.ft

I understand that, as property owner, I must within three months of receiveing a site approval letter, file an application for a comprehensive permit under the local Chapter 40B program with the Barnstable Zoning Board of Appeals to participate in the Accessory Affordable Apartment Program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**For Department Use Only:**

A conditional inspection of the premises was conducted by the Building Division on \_\_\_\_\_.

See attached requirements for conformance with the State Building Code.

A Health Agent reviewed the on-site septic on \_\_\_\_\_.

The unit was found to be in conformance with the State Sanitary Code.

See attached requirements for conformance with the State Sanitary Code.