

Town of Scarborough, Maine

ACCESSORY UNIT APPLICATION FORM

Accessory units are allowed in a variety of the Town’s residential and mixed-use zoning districts as accessory to a single family dwelling if the unit, and the use of it, complies with the performance standards under Section IX.J. of the Zoning Ordinance.

The following application and submission requirements must be provided to the Code Enforcement Office and accompany any building permit application for the construction or establishment of an accessory unit.

Property Owner Information

Property address: _____	
Property owner: _____	
Mailing address (if different): _____	
Town/City, State, Zip Code: _____	
Phone: _____	Cell Phone: _____
Email address: _____	

Property Information:

Map/Lot #: _____	Zoning District: _____	Overlay Zone: _____
Square footage of Single Family Dwelling: _____		
Proposed square footage of Accessory Unit: _____		
Will the Accessory Unit be attached or detached: _____		
Is the property served by public sewer or on-site disposal: _____		
Is the property served by public water or an on-site well: _____		

In order for an Accessory Unit to be permitted and approved by Code Enforcement the unit shall meet or comply with the following performance standards. Under each standard, please fully explain how each standard is met or will be complied with:

A. The owner(s) of the lot on which the principal structure is located must reside in the principal structure or the accessory unit, either of which residence may be seasonal. An accessory unit may be located on a lot which the owner occupies as a seasonal residence; however, neither the accessory unit nor the single-family dwelling shall be rented for less than 28 continuous days. For this purpose, "season" means any three consecutive months during a twelve (12) month period.

Please provide your signature confirming you understand and will comply with this requirement:

B. The number of occupants of the accessory unit will be limited to two.

Please provide your signature confirming you understand and will comply with this requirement:

C. The living space of an accessory unit shall not exceed the following percentage of living space of the single family dwelling to which the unit is accessory or the following maximum amounts, whichever are applicable:

If the living space of the single family dwelling is:	The living space of the accessory unit shall not exceed:
Under 2,000 sq. ft.	40% or 750 sq. ft., whichever is greater
2,000 sq. ft. or more, but less than 3,000 sq. ft.	35% or 750 sq. ft., whichever is greater
3,000 sq. ft. or more, but less than 5,000 sq. ft.	30% or 1,050 sq. ft., whichever is greater
Over 5,000 sq. ft.	20% or 1,500 sq. ft., whichever is greater

Please indicate the square footage of living space of the single-family dwelling: _____

Please indicate the proposed square footage of living space of the accessory unit: _____

And its percentage of the size of the single-family dwelling: _____

D. Accessory units are permitted on nonconforming lots, but the structures in which they are located (attached or detached), shall meet the building and/or lot coverage requirements for the district in which they are located.

Please indicate the proposed building and/or lot coverage: _____

E. Accessory units located in the Shoreland Zone must be connected to the public water and sewer system. *Indicate if the accessory unit is located in the Shoreland Zone: YES or NO*

F. In order for an accessory unit to be added to an unsewered lot, the lot must comply with the requirements of the state minimum lot size law, 12 M.R.S.A. §§ 4807 - 4807-G for multiple unit housing as well as all the provisions of the Maine State Plumbing Code and the Town of Scarborough Plumbing Ordinance. The applicant shall have the burden to establish the lot area, which burden may include a survey signed and sealed by a Professional Land Surveyor, at the discretion of the Code Enforcement Officer. The septic system on the property in question shall be functioning properly at the time of application for accessory unit approval.

The building permit and plumbing permit shall indicate how the Plumbing Codes will be complied with (whether the on-site wastewater disposal system will be expanded or a new system added)

G. A minimum of 1 off-street parking space shall be provided for an accessory unit in accordance with Section XI. Off-Street Parking Regulations of this Ordinance.

The location of the required parking space shall be shown on the plot plan provided as part of this application. Initials required: _____

H. Proper ingress and egress shall be provided to the accessory unit.

Proper ingress and egress should be shown on the building plans submitted as part of this application. Initials required: _____

I. Only one accessory unit per principal structure shall be permitted on a lot.

Initials required: _____

J. The accessory unit and the principal structure must be serviced by common utility meters, unless the utility company providing the service refuses to do so. Should a utility company be unwilling to service the accessory unit with a common meter, the applicant must provide the Code Enforcement Officer with a letter signed by the utility company so stating, with specific reasons for the refusal.

Please indicate compliance with this requirement or provide a letter from your utility company demonstrating why this isn't possible: _____

K. Accessory units shall retain and respect the existing streetscape, character of the neighborhood, and preserve the single-family appearance, architectural style, and character of the original dwelling and property. Outside stairways (either open or closed) that service accessory units on upper stories are permitted, provided that they are integrated into and consistent with the architecture of the building. Outside stairways serving upper stories shall not be located on the side of the building that faces the street, except in the case of a building on a corner lot that fronts two or more streets, a stairway may be allowed on one of the sides of the building that faces a street if no reasonable alternative exists.

L. All municipal and state buildings codes in effect at the time of application must be followed.

Compliance with local and state building codes shall be demonstrated and reviewed as part of the building permit and inspection process.

M. An applicant for a permit for an accessory unit may also apply to the Zoning Board of Appeals for a limited reduction of yard size under Section V.B.5 of this Ordinance (if the property is eligible) where such reduction is reasonably necessary to allow construction of the accessory unit.

N. Should the owner(s) of the principal structure be found in non-compliance with the standards contained in this section, the non-compliance shall be considered a violation of this Ordinance, and the structure shall revert to a single family dwelling or the previous use.

Please provide your signature confirming you understand and will comply with the standards for accessory units: _____

O. In order for an accessory unit to be located in a detached accessory structure, the following requirements must be met:

The detached accessory structure must be located no further than 100 feet from the nearest point of the principal structure

Does the location of your accessory structure comply with this requirement: YES or NO

The detached accessory structure must be designed and constructed in the style of a garage, barn, storage building, carriage house, accessory cottage, or similar structure customarily located on the same lot with a single-family residence

Signature of Property Owners and Notary:

I/we certify the above statements are true and that the use and occupancy of the accessory unit will occur in compliance with these standards:

Property Owner _____ Date _____

Property Owner _____ Date _____

Notary _____ Date _____

Town Approval:

CEO _____ Date _____

Permit # _____