

Town of Rye Planning Board

APPLICATION FOR **Accessory Dwelling Unit**

CONDITIONAL USE PERMIT

To be filled out in addition to a Planning Board application

FOR BOARD USE ONLY

App/File No: _____

Received By: _____

Date Rec'd: _____

Name of Proposal: _____

Part I: Applicant and Representatives

_____ Applicant

Name: _____

Address: _____

Phone: _____

_____ Engineer or Surveyor

Name: _____

Address: _____

Phone: _____

_____ Owner

Name: _____

Address: _____

Phone: _____

_____ Other (Attorney or Agent)

Name: _____

Address: _____

Phone: _____

Note: Place a check in the box next to the person who should receive all communications.

Part II: Site Information

- A. Location of Site: _____
 - B. Tax Map No.: _____ Parcel No.: _____
 - C. Approx. Lot Size: _____
 - D. Present Zoning: _____
 - E. Present Use: _____
- General Description of Proposed Concept: _____

Part III: Type of Application (check one)

Conditional Use Permit for an Accessory Dwelling Unit, per Section 190-5.6

CONDITIONAL USE PERMIT: In the Rye Zoning Ordinance, the term “conditional use permit” is synonymous with the term “special use permit,” as used in the New Hampshire RSA’s. (Adopted 2007).

Part IV: Other Required Permits/Approvals

1. Please attach a list of all required town, state and federal permits or approvals.
2. Please complete the ADU Checklist below and provide documentation that you meet each criteria with your application.

Part V: Waiver Requests – not available for an ADU

Part VI: Application for Conditional Use Permit

The Undersigned hereby requests a Special Use Permit or Conditional Use Permit for the project or proposal described herein.

Date

Signature

All applications must include the documents checked as “required” below. Please include one (1) original and nine 11 copies of each documents. For a total of 12 of EACH.

Town of Rye, New Hampshire

Accessory Dwelling Unit Checklist – Please review the zoning ordinance performance standards Section 190-5.6 of the Rye Code [Town of Rye, NH Special Regulations \(ecode360.com\)](http://ecode360.com) should be followed

1. ____ **Conditional Use Permit** required, heard by the Planning Board (190-5.6. B)
2. ____ **Zoning Location:** Single, General Residence or Business Districts.
3. ____ **Floor Area Minimum:** 600 SF. (190-5.6.C(1)) and a **Maximum:** 1200 SF. (190-5.6.C(1))
4. ____ **Cooking:** Separate cooking area with kitchen/bathroom.
5. ____ **Bedrooms:** Maximum of two bedrooms.
6. ____ **Occupancy:** Maximum occupancy of three persons. One bedroom shall not have more than two (2) occupants. (190-5.6.C(2))
7. ____ **Parking:** Parking plan showing two spaces for main house AND apartment. (190-5.6.C(3))
8. ____ **Appearance:** Single-family appearance, attached to the principal dwelling. (190-5.6.C(4))
9. ____ **Dimension Requirements:** Compliance with 190-2.3.C, 190-2.4.C and 190-2.10.C
10. ____ **Owner-Occupied:** Property owner must reside on premises. And Certify every 2 years.
11. ____ **NHDES Septic Plan Approval or Sewer Approval:** A plan approved by NHDES for on-site waste disposal system or Sewer Commissioners approval if Town sewer.
12. ____ **Water Approval:** Certification from public water supplier.
13. ____ **Interior Door:** An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit. (Approved by building inspector and fire chief)
14. ____ **Plans:** A property layout, including existing or proposed septic system.
15. ____ **Zoning Requirements:** All other zoning requirements shall be met.
16. ____ **Floor Plan:** A floor plan of the principal dwelling and the apartment including all rooms.
17. ____ **Access and Egress:** A Site Plan showing access and egress and approved by Fire Chief
18. ____ **Fire Chief Approval:** Approval must be received from the fire chief.
19. ____ **Elevation Views:** Elevation drawings of buildings whenever exterior changes are proposed.
20. ____ **Recertification:** Every two years after approval, and when the dwelling is sold, the owner of the dwelling and all adult occupants of the accessory apartment must recertify.
21. ____ **Rented:** If the ADU is rented, it shall be for a term greater than three (3) months.

RYE PLANNING BOARD Fee Schedule

NOTIFICATION FEES:

Notification fees (\$90.00) for legal advertisements are required with all preliminary and final applications, except Conceptual Consultation applications.

Abutter fees to \$8.00 **per** each abutter and include all abutters, applicants/owners, any engineer, architect, land surveyor, soil scientist whose professional seal appears on any plat submitted; and all holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45.

APPLICATION FEES:

A.	Conceptual Consultation:	\$100.00
B.	Major Subdivision Application: One half of total fee is due at time of Preliminary application and balance at filing of final application.	\$500.00 per lot (\$90 Notice + \$9.00 each abutter) (If many units on ONE lot add \$50per unit)
C.	Lot Line Adjustment Application	\$250.00 (\$90 Notice + \$9.00 each abutter)
D.	Minor Site Plan Application:	\$200.00 (\$90 Notice + \$9.00 each abutter)
E.	Minor Subdivision	\$250.00 (plus \$50.00 per Lot + (\$90 Notice + \$9.00 each abutter) (If many units on ONE lot add \$50per unit)
F.	Special/Conditional Use Permit	\$250.00 (\$90 Notice + \$9.00 each abutter)
G.	Major-Site Plan Application: One half of total fee is due at time of filing prelim. site plan & balance with final site plan application.	\$500.00 (\$90 Notice + \$8.00 each abutter)
H.	Driveway or Tree Cutting on Scenic Road Application for Site Review	\$100.00 (\$90 Notice + \$9.00 each abutter)

In addition, Planning Board may require special investigation fees or engineering review, traffic study, etc.

RECORDING FEES:

For Section 7.2 of the Land Development Regulations [Town of Rye, NH Construction Performance Guarantee and Inspections \(ecode360.com\)](#) approved applications requiring recording, applicant shall pay the cost of recording by check payable to Rockingham County Registry of Deeds **and** a handling/delivery fee of **\$50 payable to The Town of Rye.**

INSPECTION FEES:

Per 7.1 of the Land Development Regulation [Town of Rye, NH Construction Performance Guarantee and Inspections \(ecode360.com\)](#) applicants will be required to pay the costs of construction inspection by the Planning Board Engineer after plans have been approved. A separate escrow agreement will be drawn to cover the construction inspection fees. Generally, this only involves major site developments and subdivisions.