



ACCESSORY DWELLING UNIT APPLICATION

① LOCATION - STREET ADDRESS:

ASSESSOR'S PROPERTY IDENTIFICATION NUMBER: _____

② ZONING DISTRICT (check one): ☐ RF-1 ☐ RF-2 ☐ RF-3

③ APPLICANT'S NAME (must be property owner):

④ APPLICANT'S PHONE: (home) _____ (other) _____

⑤ GROSS LIVABLE FLOOR AREA OF EXISTING DWELLING:
_____ square feet

⑥ GROSS LIVABLE FLOOR AREA OF PROPOSED APARTMENT:
_____ square feet

⑦ OWNER WILL OCCUPY (check one): ☐ Principal Dwelling ☐ Accessory Apartment

⑧ ACCESSORY APARTMENT WILL BE CREATED BY (check one):
☐ Conversion of existing floor area ☐ Addition to existing dwelling
☐ Combined conversion and addition ☐ Inclusion in construction of new dwelling

⑨ ENDORSEMENTS

The undersigned owner(s)/applicant(s) of the above-described premises hereby consent to the filing of this application, and further authorizes the Planning and Zoning Commission and its agents to enter on the premises for the purpose of application review, and for inspection and promulgation of required construction improvements should the proposal receive approval. I/We also acknowledge that if we fail to finalize or otherwise complete this application within six months of the date hereafter, or fail to have the unit certified within one year of the date hereafter, this application shall become null and void.

Owner Signature:

Owner Signature:

Subscribed and sworn to by

on this _____ day of _____, 20_____, before me,

Notary Public, Justice of the Peace, Commissioner of the Superior Court

DRAFT

APPLICANT DO NOT WRITE ON THIS PAGE — THIS PAGE FOR OFFICE USE ONLY

ZONING ENFORCEMENT OFFICER COMPLETES THIS SECTION

Street number/address assigned to apartment:

Unit conforms to requirements and provisions of §117-301H.

☐ YES

☐ NO

Additional comments, if needed, follow regarding conformance.

① Relationship to principal use; appearance:

② Floor area:

③ Location:

④ Access:

⑤ Amenities:

⑥ Parking:

This section for approvals —

BUILDING INSPECTOR

Signature _____ Date _____

FIRE MARSHAL

Signature _____ Date _____

SANITARIAN

Signature _____ Date _____

ZONING ENFORCEMENT OFFICER

Signature _____ Date _____

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FILE NO. ZAA-

TOWN OF MONROE
PLANNING & ZONING COMMISSION
APPLICATION
CERTIFICATE OF USE OF ACCESSORY APARTMENT

APARTMENT ADDRESS:

APPROVED DATE:

CERTIFICATE ISSUED:

Recorded in Monroe Land Records:

Volume: _____

Page:

Date: _____

CERTIFICATE OF USE FOR ACCESSORY APARTMENT

INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. Follow all instructions carefully - failure to do so will delay review of your request. Please familiarize yourself with the requirements for Accessory Apartments found in the Zoning Regulations. Current Zoning Regulations can be found on the Town website www.monroect.org under Planning & Zoning Department.

Complete by typing or printing in ink.

This form must be completed and submitted together with a completed application for Zoning Compliance Certificate. Should building permits or other associated permits be required, those applications should also be submitted.

The fee for the processing of the Accessory Apartment application is \$100.00.

The State Surcharge for land use applications is \$60.00.

Submit both fees in separate checks – both payable to “*Town of Monroe*”

Zoning application fees are not refundable once received.

This request must be accompanied by complete floor plans and elevations; interior layout drawn to scale; including alterations to be made to the exterior of the existing dwelling and photographs of the exterior of the existing dwelling.

- **DO NOT SUBMIT THE APPLICATION UNLESS** ➤
- **ACCOMPANIED BY THE COMPLETED PLANS** ➤

Following review and approval, a Zoning Compliance Certificate and Building Permits will be issued and work may begin. Upon completion, the premises will be inspected and your “Certificate of Use” will be issued which will have to be recorded by you in the Monroe Land Records.

If the applicant fails to finalize or otherwise complete this application within six months of the date of application, or fails to have the unit certified within one year of the date application, the application shall become null and void. Should you wish to pursue the proposal under such circumstance a new application, fees and supporting documents will be required.

If there is any question concerning any aspect of this application do not leave anything to chance— consult the Zoning Enforcement Officer (203-452-2816).

DRAFT