

## Accessory Dwelling Unit (ADU) Planning Board Application Checklist:

**Your ADU project must be consistent with the criteria for approval in Section 4.10.2 of the Zoning Bylaw (attached on following page).**

Please use the following checklist, and submit along with your Site Plan Review application:

- All items required on the instructions and application form for Site Plan Review**, including a site plan that includes the information in Section 13.3 of the Zoning Bylaw (a copy is attached to the Site Plan Review Instructions), including elevations (architectural plans). *Make sure your site plan shows water lines, well location, sewer lines, and septic system location as applicable.*
- Gross Floor Area (square feet)\* of the principal dwelling: \_\_\_\_\_
- Gross Floor Area (square feet)\* of the proposed ADU \_\_\_\_\_

Water & Wastewater Source (check below):

- Well    *OR*     Town Water
- Septic System    *OR*     Town Sewer
- Documentation of adequacy of water and sewer/septic capacity – see item F on the following page. *For septic systems, either documentation that the existing system is adequate for proposed additional bedroom(s), or copy of approved upgraded/new septic system.*
- Stormwater  
Plans should be designed consistent with the Town of Wilbraham Stormwater Bylaw and Regulations – Item G on the following page. Please consult with the Department of Public Works for assistance in meeting these requirements.

*\* as defined by 760CMR 71.00 (Protected Use Accessory Dwelling Units): "Gross Floor Area (GFA). The sum of the areas of all stories of the building of compliant ceiling height pursuant to the Building Code, including basements, lofts, and intermediate floored tiers, measured from the interior faces of exterior walls or from the centerline of walls separating buildings or dwelling units but excluding crawl spaces, garage parking areas, attics, enclosed porches and similar spaces."*

## **Zoning Bylaw, Section 4.10.2, Accessory Dwelling Unit Standards**

- A. The ADU shall be clearly subordinate in size to the principal single-family dwelling. It shall be no larger in gross floor area than half the gross floor area of the principal dwelling unit on the property or 900 square feet, whichever is smaller.
- B. The ADU shall comply with all lot area, frontage, yard (setback), height and building coverage requirements as may be applicable to single-family dwellings, as contained in Section 4.4.10. In the case of a corner lot, the ADU shall be located behind the closest building wall of the principal dwelling to the lot line, or in compliance with the minimum front yard requirement of Section 4.4.10, whichever is less (see Definition of Corner Lot in Section 1.3).
- C. The ADU shall be a complete, separate housekeeping unit that functions as a separate unit from the principal single-family dwelling.
- D. The exterior appearance of the accessory dwelling unit shall be reasonably compatible with the character and scale of the principal dwelling and the character of the neighborhood.
- E. One (1) off-street parking space must be provided for all ADUs. Parking may be in a driveway or a garage. The construction of a new garage to serve an ADU shall require a special permit from the Planning Board under Section 4.4.8 and/or or Section 3.9.2.2 as applicable.
- F. The ADU shall be serviced with adequate water supply and sewer or septic service. The applicant for an ADU shall provide documentation of such adequacy from the Department of Public Works or the Board of Health or its agent, as applicable.
- G. ADUs shall conform to the Town of Wilbraham Stormwater Bylaw and Regulations as applicable.
- H. ADUs may not be used as Short-Term Rentals, as such term is defined in M.G.L. c. 64G, §1 or otherwise rented for a period shorter than thirty-one (31) days.
- I. No more than one ADU may be placed on a lot.
- J. A mobile home or any other temporary structure shall not be used or classified as an ADU.
- K. ADUs exceeding the dimensional requirements specified herein or otherwise not in conformance with Section 4.10 or the definition of Accessory Dwelling unit in Section 1.3 are prohibited.