

**LUDLOW PLANNING BOARD
ACCESSORY APARTMENT CHECK LIST**

Name: _____ Address: _____

- _____ Return of Service.
- _____ Zoning is proper.
- _____ Single family dwelling contains only one (1) accessory apt.
- _____ Notarized letter from owner/owners that they will occupy one (1) dwelling unit.
- _____ Notarized letter stating relationship of family member to occupy one (1) unit.
- _____ Accessory apartment is not over 800 S.F. in area.
- _____ Two parking spaces are provided for dwelling and one (1) for accessory apartment.
- _____ If on-site septic system is in place, a letter from the Board of Health stating system is of sufficient size to handle the accessory apartment.
- _____ Dwelling was first constructed three (3) years prior to date of application.

SPECIAL PERMIT CRITERIA

- _____ a. The proposal is suitably located in the neighborhood in which it is proposed and/or the total town, as deemed appropriate by the Special Permit Granting Authority.
- _____ b. The proposal is compatible with existing uses and other uses permitted by right in the same district.
- _____ c. The proposal would not constitute a nuisance due to air and water pollution, flood, noise, dust, vibrations, lights, or visually offensive structures and accessories.
- _____ d. The proposal would not be a substantial inconvenience or hazard to abutters, vehicles, or pedestrians.
- _____ e. Adequate and appropriate facilities would be provided for the proper operation of the proposed use.
- _____ f. The proposal reasonably protects the adjoining premises against any possible detrimental or offensive uses on the site, including unsightly or obnoxious appearance.
- _____ g. The proposal ensures that it is in conformance with sign regulations of the bylaw (see section 6.5)
- _____ h. The proposal provides convenient and safe vehicular and pedestrian movement within the site, and in relation to adjacent street, property or improvements.
- _____ i. The proposal ensures adequate space for the off-street loading and unloading of vehicles, goods, products, materials, and equipment incidental to the normal operation of the establishment or use.

- _____ j. The proposal provides adequate methods of disposal and/or storage for sewage, refuse, and other wastes resulting from the uses permitted or permissible on the site, and methods for drainage of surface water.

- _____ k. The proposal ensures protection from flood hazards, considering such factors as the following: elevation of buildings; drainage; adequacy of sewage disposal; erosion and sedimentation control; equipment location; refuse disposal; storage of buoyant materials; extent of paving; effect of fill, roadways or other encroachments on flood runoff and flow.

- _____ l. The proposal is in general harmony with the general purposes and intent of this bylaw.

- _____ m. The proposed use complies with any and all additional special permit criteria or special use regulations imposed on individual uses in Section VI of this bylaw.

DATE: _____ SIGNED: _____