

**ACCESSORY DWELLINGS CHECKLIST (Residential): WDB Chapter 20**

*This checklist must accompany all Administrative Permit applications for accessory dwellings that serve a residential use.*

*An accessory dwelling is an independent efficiency or one or two bedroom dwelling that is located within or on the same lot as an owner-occupied single-family dwelling. The applicant must initial each box, indicating the required information has been provided, and that the described standard has been met. The Administrator must then confirm that the application is complete or return this checklist to the applicant indicating what information remains to be provided.*

*It is possible that an existing dwelling can become an accessory to a new dwelling. For example, an existing two-bedroom dwelling of 1,500 SF or less could be used as an accessory dwelling by an owner who proposes to build a new home of up to 3,000 SF. This type of development will however require a Discretionary Permit.*

Applicant	Administrator	<b>Administrative permit applications for accessory structures must include a dimensional drawing that illustrates:</b>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	all property lines
<input type="checkbox"/>	<input type="checkbox"/>	height, dimensions, and location of all existing and proposed buildings, driveways, parking areas, and accessory structures
<input type="checkbox"/>	<input type="checkbox"/>	existing and proposed setbacks from all property lines, roads, watercourses, and wetlands

Applicant	Administrator	<b>The following standards must be met by the applicant of an Accessory Dwelling:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner-Occupied.</b> The single-family dwelling to which the proposed accessory dwelling would be accessory is owner-occupied. Applicants must provide a floor and/or site plan drawn to scale and in sufficient detail to demonstrate compliance with this standard.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor Area.</b> The proposed accessory dwelling must occupy no more than 30% of the total floor area of the dwelling to which it is accessory, or where the parcel is larger than one-half acre, but too small to subdivide in the zoning district in which it is located, no more than 50% of the total floor area of the dwelling to which it is accessory, with a maximum size for any accessory dwelling of 1,500 square feet.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Shared Driveway.</b> The accessory dwelling must not result in a new point of access to a public road. The Administrator may, with the advice of the DPW, waive this requirement where the terrain or other physical characteristics of the site make it safer for an accessory dwelling to have a separate point of access.

**Off-Street Parking.** One off-street parking space is required for each efficiency or one-bedroom accessory dwelling, and two off-street parking spaces are required for each two-bedroom accessory dwelling. Applicants must provide a site plan that is drawn to scale and in sufficient detail to demonstrate compliance with this standard.

**Dimensional Standards.** Addition of the proposed accessory dwelling will not result in a violation of the applicable dimensional standards of this bylaw. Applicants must provide a site plan drawn to scale and in sufficient detail to demonstrate compliance with this standard.

**Applicant**

**Administrator**

**The following standards must be met by the applicant of a Accessory Dwelling who is adding a bedroom(s):**

*The addition of a bedroom, whether by new construction or renovation, requires additional wastewater treatment capacity, either as part of an existing or new allocation of sewage treatment plant capacity, or as part of the existing or proposed capacity of an on-site wastewater treatment system.*

**Town Sewer.** Where the proposed bedroom/s would be served by the town sewerage system, the applicant must submit an allocation form approved by the Department of Public Works.

**On-site Sewer.** Where the proposed bedroom/s would be served by an on-site wastewater treatment system the applicant must submit: i) approved final plans showing that an existing system has sufficient capacity, ii) plans for a new system prepared by a licensed designer, or iii) a licensed designer's certification, based on a field investigation, that an existing system for which approved final plans are not available, has sufficient capacity.

**Applicant**

**Administrator**

**The following standards must be met by the applicant of an Accessory Dwelling who is located in the VZD:**

**In the Village.** Detached accessory dwellings in the VZD must comply with the design standards of the Williston Village Historic District Design Review Guide. Applicants who wish to place a detached accessory dwelling in the VZD must provide architectural drawings, including elevations, drawn to scale and in sufficient detail to demonstrate compliance with this standard.