



PLANNING BOARD

ACCESSORY DWELLING UNIT (ADU) PROCESS

ADMINISTRATIVE SITE PLAN REVIEW

Please refer to Article 17: Accessory Dwelling Units and Conversions of Existing Structures of the Merrimac Zoning Bylaws for requirements associated with the development of an Accessory Dwelling Unit (ADU)

Definition of an Accessory Dwelling Unit: A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same lot as a principal dwelling, subject to otherwise applicable dimensional and parking requirements, that: (i) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress; (ii) is not larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller; and (iii) is subject to such additional restrictions as may be imposed by a municipality, including, but not limited to, additional size restrictions and restrictions or prohibitions on short term rental, as defined in section 1 of chapter 64G; provided, however, that the Town shall unreasonably not restrict the creation or rental of an accessory dwelling unit that is not a short-term rental.

Requirements:

1. An accessory dwelling unit shall not be larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller.
2. A minimum of one (1) off street parking space shall be provided for the Accessory Dwelling Unit, in addition to the two (2) parking spaces required for the Principal Dwelling. Parking may be in a driveway or a garage. Access to the Accessory Dwelling Unit shall be from the existing curb cut.
3. The Accessory Dwelling Unit shall be serviced with adequate water supply and sewer or septic service.
4. An ADU shall meet all the dimensional requirements of the zoning district in which it is located.
5. If the unit is detached, the detached dwelling unit shall be located on the lot to the rear of the frontline of the primary structure Principal Dwelling.
6. An ADU cannot not be subdivided to be on a separate lot from the Principal Dwelling. There shall be no further subdivision of the lot containing the single-family dwelling and the Accessory Dwelling Unit.

Process: A submittal for an ADU will be reviewed by the Planning Board through an administrative site plan review process. The following materials are required to be submitted a minimum of two (2) weeks prior to a Planning Board meeting:

1. A completed Accessory Dwelling Unit (ADU) application

2. Floor plans of the accessory unit and principal residence showing the total square footage of both the principal residence and the accessory unit. The square footage for each space in the accessory dwelling unit shall be included as well.
3. A site plan showing the following:
 - a. The perimeter dimensions of the lot; Assessor's Map, lot and block numbers.
 - b. All existing and proposed buildings, structures, building setbacks, parking spaces, driveway openings, distance between buildings, plan view exterior measurements of individual buildings, driveways, service areas and open areas. All setback requirements shall be met for the detached accessory dwelling unit and shall be shown on the plan.
 - c. Elevations of all buildings on the lot.
 - d. All proposed landscaping features, such as fences, walls, planting areas and walks on the lot and tract.
 - e. Existing major natural features, including streams, wetlands and all trees six inches or larger in caliper. (Caliper is girth of the tree at approximately waist height.)
 - f. Scale and North arrow (minimum scale of one-inch equals 40 feet).
 - g. Developer's (or his representative's) name, address and phone number.

Once the items above are submitted, the request for an ADU will be placed on the Planning Board agenda. The request will be reviewed by the Planning Board at a public meeting to ensure that it meets the requirements for square footage, parking, utilities, and site access.

Following approval of the Planning Board, the applicant can then submit for a building permit for construction of the ADU.



PLANNING BOARD
ACCESSORY DWELLING UNIT (ADU) APPLICATION
ADMINISTRATIVE SITE PLAN REVIEW

Project Address: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner E-mail Address: _____

Property Owner Telephone Number: _____

Project Description: _____

Property Zoning District: _____

Square Footage of ADU: _____

Square Footage of Existing Dwelling: _____

ADU Attached _____ Or ADU Detached _____

Number of total parking spaces on site: _____

Private Septic System: Yes _____ No _____ If yes, please attach Board of Health determination of capacity

Private Water Well: Yes _____ No _____ If yes, please attach Board of Health determination of capacity

Description of Proposed ADU: _____
