



Date: _____ AA-ZCA#: _____

Accessory Apartment Application Form
Form to be completed in addition to a Zoning Compliance Application
when an Accessory Apartment is proposed.

Name of property owner: _____ Tel#: _____

Address of property owner: _____

Article VIII: Section A. Accessory Apartments of the Thornton Zoning Ordinance lists the criteria which must be met for an Accessory Apartment to be approved. Please submit the following items as indicated to demonstrate compliance with the requirements of the Zoning Ordinance.

Only ONE Accessory Apartment is proposed and it is secondary to the principal single family Dwelling Unit.

(The Town does not consider Accessory Apartments to be additional Dwelling Units.)

The proposed addition, including exterior modifications of the building, WILL NOT alter the character or appearance of the principal Dwelling Unit as a single-Family residence.

- Submit color pictures of site with existing principal structure shown (all sides) and include location of road, driveway to aid in the before/after view from the road
- Submit architectural elevations of proposed structure after completion and/or sketches

Entrances or exits added will be located to the side or rear of the Building.

- Submit floorplan with entrances/exits shown

The Accessory Apartment will have no more than 2 bedrooms.

- Submit floorplan with dimensions of existing and proposed living areas and indicate type of room.

The accessory apartment shall have an area of no more than 35% of the primary dwelling not to exceed a total of 750 square feet of living space.

- Submit floorplan with dimensions of existing and proposed living areas shown

To Calculate square footage use the perimeter measurements for the main living areas of the home with the following %'s applied:

100%	Full First Floor	75%	Three quarter story
50%	Half story	25%	Quarter story
100%	Finished basement	50%	Unfinished basement

State Approved Septic: As specified in RSA 485:A-38 and Env-Ws 1004.16, the application shall include either evidence that the existing system meets the state and local minimum standards for handling and treating the wastewater flows generated by the Structure, including the Accessory Apartment, or an approved design for a new system that meets these standards for use when/if the existing system fails. (*a "back-pocket plan"*)

- NH DES Approval Number: _____

Adequate off-street parking, based on the number of bedrooms in both Dwelling Units

- Submit site plan showing a minimum of two parking spaces, with one additional parking space added for every 2 additional bedrooms

Driveway Permit: State Road – submit NH DOT approval for a change in use permit application
 Town Road – submit review/comment form from Road Agent

Floor Plans:

A Floorplan of each level (basement, first floor, second floor etc.) shall show:

- the proposed use of each room of the existing and proposed structure and
- the dimensions of each room of the existing and proposed structure and
- the entry/exit points of the existing and proposed structure

Site Plan: shall be drawn to scale and show the following:

- Exterior dimensions of existing & proposed structures
- Setbacks (from road and property lines)
- Well location
- Septic location
- Location of road accessing property and location of driveway
- Existing and proposed parking area(s)
- Location of existing and proposed entry/exit points relative to view from the road.
- Orientation of floorplan for proposed/existing structures

The property owner must occupy one of the Dwelling Units as his/her domicile.

- Complete the Residency Verification Form:

I certify that the information given is true and correct to the best of my knowledge. This application is issued subject to the regulations of the Town of Thornton and the State of New Hampshire. I certify that the proposed building/addition will be constructed in such a manner as to comply with all applicable local, state and federal laws and codes. Any violation may result in an enforcement action by the Town of Thornton, seeking compliance, civil penalties and attorneys' fees.

DISCLAIMER: "By approval of this application the Town of Thornton neither guarantees nor represents that the information contained on this form is accurate, reliable, or complete, or that the construction permitted will be or has been completed in a proper, workmanlike manner or in compliance with any applicable local or state code or regulations. No person or entity shall have the right to rely on the approval of this form as a basis to assert any claims against the Town, its officials, employees or agents for personal injury, bodily injury, or property damage including without limitation any claim for economic or other consequential loss."

Signature of Owners: _____ Date: _____

Board of Selectmen Review: Approved Approved with Conditions Denied

Date: _____

Reason for Denial / Conditions of Approval:

Board of Selectmen Signature:

1. _____ 2. _____

3. _____ 4. _____

5. _____

