

**ACCESSORY DWELLING UNIT (Zoning Article 8F)  
APPLICATION INFORMATION**

**The following must be submitted in addition to a completed building permit application  
Attach to/See Building Permit Application for additional information**

A building permit is required prior to the creation/construction of the ADU and a certificate of occupancy is required prior to occupancy of the ADU

**Dwelling Unit Accessory to Residential Use:** – A residential living unit that is within or attached to a single-family dwelling or is within or attached to an attached or detached accessory structure to such principal residence, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

- Will the ADU be created:
  - \_\_\_ within the existing dwelling structure; or
  - \_\_\_ through the construction of an addition to the existing dwelling structure; or
  - \_\_\_ by the construction of a new dwelling structure (on a vacant lot) which will combine both a primary dwelling and an ADU; or
  - \_\_\_ within an existing accessory structure; or
  - \_\_\_ through the construction of an addition to the accessory structure.

The ADU shall be located within the primary single-family dwelling unit or attached or detached accessory structure. The distance between an accessory structure containing an accessory dwelling unit and the nearest point of the enclosed living space of the principal residential structure shall not exceed 100 feet. The ADU must be attached to the primary dwelling unit by means of a common wall, floor or ceiling between conditioned spaces or a conditioned space, when applicable. For the purposes of this section, conditioned space is space within a building that is provided with heating and or cooling equipment and/or systems capable of maintaining through design heat of 68°F during the heating season and 80°F during the cooling season, or has a fixed opening directly adjacent to a conditioned area. An interior door shall be provided between the principal dwelling unit and the ADU when attached.

Dimensions, number of stories and square footage of **proposed ADU**: \_\_\_\_\_  
\_\_\_\_\_

Dimensions, number of stories and square footage of existing **primary dwelling unit**: \_\_\_\_\_  
\_\_\_\_\_

The ADU shall have a minimum of 300 square feet of net floor area. The ADU shall also not exceed 1,250 square feet of net floor area or forty percent (40%) of the sum of the net floor area of both the finished primary dwelling unit and the finished ADU whichever is larger.

- Total number of dwelling units currently existing on site: \_\_\_\_\_  
Only one ADU per lot is allowed

- Total number of bedrooms that will be in the **primary dwelling unit**: \_\_\_\_\_  
Total number of bedrooms that will be in the **ADU**: \_\_\_\_\_  
ADU shall include no more than two bedrooms

- Which unit will be occupied by the property owner: \_\_\_\_\_  
Either the principal dwelling unit or the ADU shall be occupied by the owner of the property

- Will the construction and occupancy of the proposed ADU be detrimental to the neighborhood in which the lot is located by virtue of overcrowding or traffic congestion? \_\_\_\_\_. Explain answer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ADU shall not be detrimental to the neighborhood by virtue of overcrowding or traffic congestion

6. Means of egress for both the principal single-family residence and the ADU shall meet all applicable codes. Describe: \_\_\_\_\_

Means of egress for both the principal single-family residence and the ADU shall meet all applicable codes

7. Proposed surface for parking area: \_\_\_\_\_

Off-street parking shall be provided as follows:

- a. 2 spaces - principal residence, 1 space - accessory dwelling unit;
- b. Parking spaces must be surfaced in a manner consistent with the neighborhood;
- c. Parking spaces required pursuant to this section shall not impede traffic, road maintenance or future road improvements.

8. Will exterior changes conform to the character of the neighborhood? \_\_\_\_\_.

Explain answer: \_\_\_\_\_

No exterior changes shall be made which do not conform to the character of the neighborhood.

9. Any application filed under this section shall include the following:

- a. Scaled plot plan showing location of existing structure.
- b. Detailed floor plan.
- c. Parking layout and yard area.
- d. Sketch any proposed expansion or change to structure showing overall dimensions.
- e. Square footage of construction or alteration.
- f. Location and number of exits.
- g. Demonstrate compliance with NH DES Wastewater Rules or Town of Belmont Sewer and Water Ordinances for sewage disposal and adequate provision for water, waste and drainage generated by the future occupancy of an ADU.
- h. Any additional information that will adequately describe the proposed work.

**ZONING ARTICLE 5 – TABLE 2 – ZONES FOR ADUs**

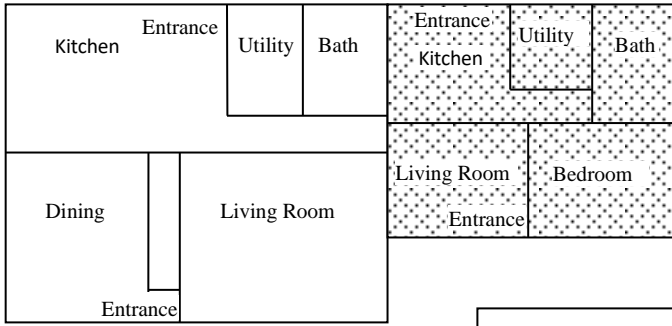
(as of 3/23/22)

**Table of Permitted Uses**

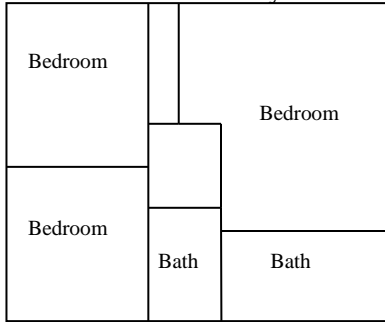
Note: P=Permitted Use; E=Special Exception Necessary; N=Not Permitted.

	Commercial	Industrial	Residential Multi-Family	Residential Single Family	Rural	Village
<b>Residential Uses:</b>						
Accessory Dwelling Unit	N	N	P	E	P	P

First Floor-Primary Dwelling ADU



Second Floor-Primary Dwelling



**ADU Size Calculation**

The ADU shall have a minimum of 300 square feet of net floor area. The ADU shall also not exceed 1,250 square feet of net floor area or forty percent (40%) of the sum of the net floor area of both the finished primary dwelling unit and the finished ADU whichever is larger.

**EXAMPLE**

2-story primary dwelling unit = 2,400sf  
 Proposed ADU = 640sf  
 Total square footage = 3,040sf  
 Proposed ADU is:

- larger than 300sf; and
- does not exceed 1,250sf or 40% of the net floor area of both the finished primary dwelling unit and the finished ADU

In this example the requirements of the ADU Ordinance have been met.

Examples Only - See Instructions

