

# **TOWN OF SOMERSET**

## **PLANNING BOARD**

**140 Wood Street  
Somerset, Massachusetts 02726**

### **INFORMATION FOR ACCESSORY UNITS**

**The following is included in this information:**

- **Accessory Unit Information**
- **Items Required at Submission**
- **Two (2) Applications**
- **Tax Form (to be signed by Tax Collector)**
- **Accessory Unit Fee Schedule**
- **Notification of Occupancy of Accessory Apartment (to be submitted to Building Inspector)**
- **Copy of Article 7.6 of the Somerset Bylaws - Accessory Units for Single Family Dwellings**

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## PLANNING BOARD

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### ITEMS REQUIRED AT SUBMISSION:

- Accessory Unit Application Form (2 original copies)
- Tax Form. (Signed by the Tax Collector)
- Accessory Apartment Application Fee - non refundable
- Certified Mailing and advertisement costs - TBD at submission.
- Certified Abutters List with map. (All abutters within 300' from any property line.)
- A plot plan of the existing dwelling unit and proposed accessory apartment shall be submitted showing lot lines, the location of the building on the lot, the proposed accessory apartment, exterior entrances, location and the required parking
- Dimensions of main dwelling shown on plot plan
- Dimensions of accessory unit shown on plot plan
- Floor plan of accessory unit, showing outside dimensions, room dimensions and uses, and all openings into the structure (if applicable). For 2<sup>nd</sup> story accessory units, show stairway location. All stairways to upper floors shall be enclosed within the exterior wall of the structure, o Six (6) copies of plans - minimum size 11" x 17"
- Elevations (if new construction or exterior alterations proposed)
- Six (6) copies of plans - minimum size 11" x 17"
- Photos of existing structure elevations - all sides

**TOWN OF SOMERSET**

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ACCESSORY UNIT APPLICATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ .. Email: \_\_\_\_\_

Address of proposed apartment: \_\_\_\_\_

Somerset Assessor's Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Type of Construction: New Addition \_\_\_\_\_ Existing \_\_\_\_\_

Total square footage of the main dwelling: (gross) \_\_\_\_\_ Year House was built: \_\_\_\_\_

Total square footage of the accessory apartment: (gross) \_\_\_\_\_ Size of Lot (sq. ft.): \_\_\_\_\_

Name/Address / Phone # of Engineer: \_\_\_\_\_;

Which unit will be occupied by property owner: Main dwelling \_\_\_\_\_ Accessory Apartment \_\_\_\_\_

Off Street parking must be provided (show parking on site plan)

What type of road serves the property? Private Road \_\_\_\_\_ Public Road \_\_\_\_\_ Road Surface: Gravel \_\_\_\_\_ Paved \_\_\_\_\_ What is the

source of the water supply to serve the existing residence and the accessory apartment?

Private Well \_\_\_\_\_ Municipal Water Supply \_\_\_\_\_

Does this project involve the demolition of any structures? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Dwelling Structures on the property? \_\_\_\_\_

\*Deed - Copy of last recorded deed attached. Any owner named on deed must sign this application.

The Planning Board or their designee may require an applicant to pay for hiring one or more outside consultants to assist in analyzing, reviewing and reporting on areas requiring technical or legal review.

Prior to hearing with the Planning Board the applicant must submit a copy of the plans and Signs Off sheets attached to this application to the Building Inspector for review.

*I hereby certify that the above information is correct and I have submitted all of the pertinent documentation required.*

Owner Name(s): (print) \_\_\_\_\_

Owner Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Planning Board Use Only:

Date Received \_\_\_\_\_

Fees: \_\_\_\_\_ Amount

# TAX INFORMATION

Applicant should complete items 1 to 6. Please print.  
This form must be signed by Tax Collector

(1) Address of Property

(2) Assessors' Map # Lot #

(3) Name of Applicant

(4) Address of Applicant

(5) Name of Owner of Property, if same as applicant write same

(6) Address of Property Owner, if same as applicant write same

I certify that the applicant listed above has No outstanding tax due the Town of Somerset for ANY property owned or jointly owned by the Applicant I also certify that the Owner of the property listed has no outstanding tax due the Town of Somerset.

Tax Collector, Town of Somerset

Date

For Departmental Use Only

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## ACCESSORY UNIT

## FEE SCHEDULE

♦♦APPLICATION FEE

\$250

\*\* In addition to the application fee, the applicant is also responsible for the cost of the advertisement for the legal ad associated with the Planning Board hearing.

### Submit Fees as Follows:

Application Fee	\$250.00	Payable to Town of Somerset
Advertisement of Hearing Group	TBD	Payable to Southcoast Media

The applicant is responsible for preparing mailing notice to the abutters.

Get abutter list from assessor's office.

Get copy of hearing notice from Planning Board Clerk .

**Special Permits: Prepare envelopes for first class mailing to each abutter and the Planning Board for Swansea, Berkley, Fall River, Freetown & Dighton. (See below for address)**

- Stuff each envelope with hearing notice.
- affix labels from abutter list to each envelope and address envelopes for Swansea, Berkley, Fall River, Freetown & Dighton Planning Board.
- affix required postage to each envelope
- Bring envelopes ready for mailing along with copy of abutters' list to the Planning Board clerk.

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**NOTIFICATION TO BUILDING INSPECTOR  
OCCUPANCY OF ACCESSORY APARTMENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address of apartment: \_\_\_\_\_

Berkley Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Type of Construction:  New  Addition  Existing

I /We hereby certify under the pains and penalties of perjury that, I/we own the property listed above and that I/We will occupy the  Main dwelling.  Accessory Apartment of the property as my permanent/primary residence. I understand that should I sell the property, the permit will expire and the new owner will have 30 days to submit a notarized, sworn statement to the Building Inspector.

Owner Name(s): *(print)* \_\_\_\_\_

Owner Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Bristol, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ , before me, the undersigned notary public, personally appeared (*Applicant Name(s)*) \_\_\_\_\_ , proved to me through satisfactory evidence of identification, which was a \_\_\_\_\_ , to be the person whose name is signed on the preceding or attached document as record owner, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public My  
Commission Expires:

Building Dept. Use Only:

Date Received \_\_\_\_\_ Date Copy sent to Planning Board \_\_\_\_\_

Building Inspector Review/Approval Form

Town of Somerset  
Accessory Units for Single Family Dwellings

7.6 Specific Uses by Special Permit: No special permit shall be issued for the following specific uses in the listed specific districts, except in accordance with the following conditions and requirement for each specific use.

Accessory Units for Single Family Dwellings

SPGA: Planning Board

District: Residential; Business; Limited Business; Open Recreational

Special Conditions: The intent of this provision is to provide housing to meet the needs of families who might be on a fixed income and enable them to stay more comfortably and securely in the homes and neighborhoods to which they are accustomed. An accessory unit is not meant to be a rental unit, but only as a convenience for members of the owner's family, and must meet the following requirements.

1. The unit shall not exceed 750 square feet in size.
2. The unit shall have at least two means of egress, with one egress directly to the outdoors and one egress through the main dwelling.
3. All utilities shall be extensions of the existing utilities serving the main dwelling and may not be separately metered. No new meters shall be allowed per single-family.
4. Only one accessory unit shall be allowed per single-family.
5. Adequate off-street parking must be provided.
6. One of the two units must be owner-occupied.
8. The addition of any such unit must maintain the single-family residential character of the dwelling and the neighborhood. (Amended Art. 50 – ATM May 18, 2015)

\_\_\_\_\_ Plans do not meet by-law requirements

\_\_\_\_\_ Plans do meet by-law requirements

Building Inspector Signature: \_\_\_\_\_

Date: \_\_\_\_\_