



**TOWN OF DOUGLAS**  
**ACCESSORY APARTMENT**  
**SPECIAL PERMIT APPLICATION FORM**  
*Pursuant to Section 3.3 & 9.3 of the Douglas Zoning Bylaw*

Zoning Bylaw Section 3.3

OFFICE USE ONLY

APPL No. \_\_\_\_\_  
 SUBMITTED \_\_\_\_\_  
 FEE \_\_\_\_\_

**New Application**  
 **Renewal of Existing Permit (please use affidavit form on last page)**

**I. Residential Information**

Owners Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Other Comments \_\_\_\_\_

**II. Applicant Information**

Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Other Comments \_\_\_\_\_

**III. Occupant Information**

Name \_\_\_\_\_ Relationship to Owner \_\_\_\_\_  
 Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Other Comments \_\_\_\_\_

**IV. Site Information**

Assessors Map \_\_\_\_\_ Assessors Parcel \_\_\_\_\_ Deed Book \_\_\_\_\_ Deed Page \_\_\_\_\_  
 Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_



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City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Other Comments \_\_\_\_\_

**V. General**

Area of Accessory Apartment (Square Feet) \_\_\_\_\_ Type of sewer system (Public or Private) \_\_\_\_\_

Zoning District \_\_\_\_\_

Requested Permit Start Date \_\_\_\_\_ Permit End Date (3 yrs or less from start date) \_\_\_\_\_

**VI. Submittal Requirements SECTION 3.3.3 Standards**  
**Does the proposed project meet the following conditions?**

1.) The owner (s) of the residence in which the Accessory Apartment is located shall occupy one of the dwelling units. (section 3.3.3.1)  YES  NO

2.A.) Either the occupants of both units shall be related by blood or marriage, or an individual hired to provide medical assistance, or custodial care to one or more individuals in the other unit shall occupy one of the units. (section 3.3.3.2)  YES  NO

2.B.) In the alternative, the accessory apartment shall be rented at a price affordable to persons or families qualifying as low or moderate income for a period of not less than fifteen (15) years. The rental price for such apartment shall be affordable for persons or families in the Worcester area earning less than 80% of the median income, as set forth in the applicable guidelines of the Commonwealth's Department of Housing and Community Development. (section 3.3.3.2)  YES  NO

3.) The Special permit may be granted for a period not to exceed three (3) years. Upon expiration of the special permit or when the dwelling is sold, or when the need for such care ceases, whichever occurs first, the dwelling shall revert to single family use, and the Accessory Apartment may not be occupied unless a new special permit is obtained from the Planning Board. (section 3.3.3.3)  YES  NO

4.) Only one (1) Accessory Apartment may be created within a one family dwelling. (section 3.3.3.4)  YES  NO

5.) An Accessory Apartment may only be created in a dwelling, which would otherwise be classified as a one family dwelling. (section 3.3.3.5)  YES  NO

6.) The design of the Accessory Apartment is such that the appearance  YES  NO



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remains that of a one family residence. Any new additions required for the Accessory Apartment shall conform to the minimum yard sizes and maximum height requirements for a single family dwelling of the district where the building is located. (section 3.3.3.6)

7.) The Accessory Apartment shall be clearly secondary in nature to the principal dwelling, and it shall not exceed nine hundred (900) square feet in area. (section 3.3.3.7)  YES  NO

8.) At least three (3) off-street parking spaces must be provided for any one family dwelling, which has an Accessory Apartment. (section 3.3.3.8)  YES  NO

9.) An accessory Apartment may be created in a detached structure provided it is no more than 50 feet from the main structure and continues to meet the standards set forth in by-law 3.3.3 (section 3.3.3.9)  YES  NO

10.) If the lot is not connected to public sewer, prior to obtaining a building permit, the Board of Health shall certify that the septic system is in compliance with Title 5 of the State Environmental Code and the Board's Regulations. (section 3.3.3.10)  YES  NO

11.) The construction of any Accessory Apartment must be in conformity with the State Building Code Requirements. (section 3.3.3.11)  YES  NO

12.) Are taxes current on the property?  YES  NO

### VII . Waivers

I) The Planning Board may require more or other appropriate conditions in order to protect the public health and safety, and the single-family character of the neighborhood. The Board may also allow deviation from the above conditions where necessary.  YES  NO

Requested Waivers \_\_\_\_\_

Planning Board Conditions \_\_\_\_\_



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**Section 9.3 Special Permits of the Zoning Bylaws**

**Section 9.3.2 Criteria**

Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this by-law, the determination shall include consideration of each of the following:

**Has a narrative describing the items below been submitted?**

- |  |  |
|--|--|
| 1) Traffic flow and safety, including parking and loading; (section 9.3.2.1)                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2) Social, economic, or community needs which are served by the proposal (section 9.3.2.2)                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3) Adequacy of utilities and other public structures; (section 9.3.2.3)                                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4) Neighborhood character and social structures; (section 9.3.2.4)   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5) Impacts on the natural environment; (section 9.3.2.5)   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6) Potential fiscal impact, including impact on town services, tax base, and employment. (section 9.3.2.6) | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**VIII. FEES**

The fees for work proposed under this Special Permit Application shall be in accordance with the Town of Douglas Fee Schedule for Special Permit Applications.

Applicants must submit the following information with fee payment:

Fee Calculations:

\$250.00 base fee, plus \$5.00 per abutter mailing cost.

Number of abutters = \_\_\_\_\_ x \$5.00 for a total of \$\_\_\_\_\_ abutter fee  
Plus: + \$ 250.00 base fee  
Total amount: \_\_\_\_\_

Check Number \_\_\_\_\_ Check date \_\_\_\_\_

Payor name on check \_\_\_\_\_ Applicant name (if different from payor) \_\_\_\_\_

