

# TOWN OF HUDSON, NH

## Accessory Dwelling Unit Checklist

Location of Property \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_  
(Street Address)

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

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

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Owner: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property-Owner(s) \_\_\_\_\_ Date  
*\* Or a Letter of authorization signed by Owner(s)*

**NOTE: Provide all requested information/documentation of this CHECKLIST or Article XIII A Section 334:73.3 as applicable. A building permit application is not complete/acceptable unless all requirements have been submitted/provided. If you are not the property owner, you must provide written documentation signed by the property owner(s) to confirm that the property owner(s) are allowing you to apply on his/her/their behalf.**

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The following **requirements/checklist** pertain to all applications for Accessory Dwelling Units (ADU) in the Town of Hudson, NH:

Applicant Initials		Staff Initials
_____	The applicant must provide two (2) copies of this filled-out checklist form (this entire packet), together with the required documentation listed in this application/checklist.	_____
_____	If the applicant is not the property owner(s), the applicant must provide to the Town written authorization, signed and dated by the property owner(s), to allow the applicant or any representative to apply on the behalf of the property owner(s).	_____
_____	Either the principal dwelling unit or the ADU must be occupied by the owner of record of the principal dwelling.	_____
_____	Upon request of the Zoning Administrator or other official with authority to enforce this ordinance, the owner of record shall demonstrate that one of the units is his or her principle place of residence.	_____
_____	The ADU is only allowed in zoning districts where single family dwellings are permitted.	_____
_____	ADU is not allowed as a freestanding detached structure.	_____
_____	ADU is not allowed as part of any structure which is detached from the principle dwelling.	_____
_____	Manufactured housing, recreational vehicles or trailers may not be erected or added to the principal dwelling as an ADU.	_____
_____	Multiple ADU's are not permitted on any lot in any district.	_____
_____	The maximum number of unrelated persons occupying an ADU shall not exceed two (2).	_____
_____	An ADU shall make provisions for adequate water supply and sewage disposal in compliance with NH RSA 485-A:38 as revised and regulations adopted by the NH Department of Environmental Services, but separate systems shall not be required for the principal structure and ADU.	_____
_____	The application must include two (2) copies of the floor plan showing the existing and proposed dwelling units. Pictures and construction plans will also be helpful.	_____
_____	A site plan consisting of either a current plot plan, or survey or GIS map shall be provided indicating the location of the ADU structure and proposed parking.	_____

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**PLOT PLAN-** *If any new footprint/addition is proposed, a plot plan of the proposal shall be required:*

- a) \_\_\_\_\_ The plot plan shall have the signature and the name of the preparer, with his/her/their seal. \_\_\_\_\_
- b) \_\_\_\_\_ The plot plan shall include all existing buildings and other structures, together with their dimensions and the distances from the lot lines, as well as any encroachments. \_\_\_\_\_
- c) \_\_\_\_\_ The plot plan shall include lot dimensions with any bounding streets and with any rights-of-way and their widths as a minimum, and shall be accompanied by a copy of the GIS map of the property. (NOTE: copies of the GIS map can be obtained at Inspectional Services Division). \_\_\_\_\_
- d) \_\_\_\_\_ The plot plan shall include all proposed buildings, structures, or additions, marked as “PROPOSED,” together with all applicable dimensions and encroachments. \_\_\_\_\_
- e) \_\_\_\_\_ The plot plan shall show the building envelope as defined from all the setbacks required by the zoning ordinance. \_\_\_\_\_
- f) \_\_\_\_\_ The plot plan shall indicate all parking spaces and lanes, with dimensions. \_\_\_\_\_

\_\_\_\_\_ A minimum of four (4) off street paved parking spaces shall be provided to serve the combined needs of the principal dwelling unit and the ADU. \_\_\_\_\_

\_\_\_\_\_ There shall not be a separate driveway for the ADU. \_\_\_\_\_

\_\_\_\_\_ The front face of the principal dwelling structure is to appear as a single family dwelling after any alterations to the structure are made to accommodate an ADU. \_\_\_\_\_

\_\_\_\_\_ Any additional entrances must be located on the side or rear of the structure. \_\_\_\_\_

\_\_\_\_\_ Provide one common interior access between the principal dwelling unit and the ADU. \_\_\_\_\_

\_\_\_\_\_ Two (2) external means of egress (common or separate) from both a principal dwelling unit and the ADU must exist. \_\_\_\_\_

\_\_\_\_\_ Separate utility service connections and/or meters for the principal dwelling unit and the ADU shall not exist.(separate/different heating systems are allowed). \_\_\_\_\_

\_\_\_\_\_ Separate service connections for common areas shall be as required by building and electrical codes. \_\_\_\_\_

\_\_\_\_\_ The gross living area (GLA) of the ADU shall not be less than 350 square feet nor greater than 750 square feet. \_\_\_\_\_

\_\_\_\_\_ The gross living area (GLA) proposed for the ADU: \_\_\_\_\_ square feet. \_\_\_\_\_

\_\_\_\_\_ The above grade GLA of the principal dwelling shall not be reduced to less than 850 square feet in order to accommodate the creation of the ADU. \_\_\_\_\_

\_\_\_\_\_ The remaining amount of square feet of above grade GLA of the principal dwelling unit: \_\_\_\_\_ square feet. \_\_\_\_\_

\_\_\_\_\_ The ADU shall not have more than two (2) bedrooms. \_\_\_\_\_

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Applicant  
Initials

Staff  
Initials

- |       |  |       |
|-------|--|-------|
| _____ | A building permit for an ADU must be approved and issued prior to the construction of the ADU, or conversion of existing space into the ADU. | _____ |
| _____ | The house number for the ADU shall be the same as that of the primary dwelling unit.   | _____ |
| _____ | There shall not be a separate mailbox for the ADU.   | _____ |
| _____ | The ADU shall have an interconnected fire alarm system with the principal dwelling unit.   | _____ |

**The applicant shall sign and date this form to show his/her awareness of these requirements.**

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date