

ZONING BOARD OF ADJUSTMENT
TOWN OF EAST KINGSTON



Case No: _____
Submission Date: _____

APPLICATION FOR A SPECIAL EXCEPTION
ACCESSORY DWELLING UNIT

Name of Applicant: Elliot Jones Telephone: 603-000-0000
Email address: Elliotjones@email.com
Address: 426 Haverhill Road East Kingston NH 03827

T H E P R O P O S A L

Location of property: 426 Haverhill Road Map/Block/Lot #: 09-05-25

Description of property: (acreage, road frontage, dwelling distance to front, side and rear lot lines, etc.)

2.6 acres, 240 feet road frontage, main dwelling is 50 feet from road, 80+ feet from side boundaries, and 100+ feet from
rear boundary. Well located 125 feet from septic. Property located on a state road.

NOTE: Please be advised the application must be completed in full before it is deemed eligible for placement on the board's agenda. Your application will be reviewed by the Land Board Secretary or designee who will contact you about the application's completeness and the public hearing process. Additional information may be supplied on a separate sheet if the space provided is inadequate.

The following documents **MUST** accompany all applications (check that each item has been included with this application form):

1. ☒ At a minimum, a plot plan on 8 1/2 x 11" paper and a building design plan on 8 1/2 x 11" paper. Generally, the plans do not have to be drawn by a professional draftsman; however, the Board reserves the right to require a professional plan in appropriate cases, such as where the dimensional requirements are relevant or at issue. The plans must be accurate, neat and legible and drawn to scale. Any reasonable scale may be employed.

The Plot Plan and Building Design Plan should indicate the following (check that each item has been met):

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Drawn to scale (plot/design) | <input checked="" type="checkbox"/> Dimensions of lot (plot) | <input checked="" type="checkbox"/> North arrow (plot/design) |
| <input checked="" type="checkbox"/> Off-street parking areas (plot) | <input checked="" type="checkbox"/> Locations of structures on lot (plot) | |
| <input checked="" type="checkbox"/> Names of abutting streets (plot) | <input checked="" type="checkbox"/> Setbacks from lot boundaries and buildings (plot) | |
| <input checked="" type="checkbox"/> Layout of accessory dwelling unit showing rooms/egress/shared wall, square footage (design) | | |
| <input checked="" type="checkbox"/> Street view of main dwelling and proposed accessory dwelling unit (design) | | |

2. ☒ A copy of the State Waste Disposal Plan in one of the following forms: replacement septic design plan or existing septic system plan with accompanying inspection report detailing the condition of the existing system. (See Article VIII.g.)
3. ☐ If you are not the owner, provide authorization from the current owner to act on this application on their behalf, or if you are proposing to purchase the property, include a purchase and sales agreement stating the contingency for an accessory apartment to be approved. ☒ Not applicable

**APPLICATION FOR A SPECIAL EXCEPTION
ACCESSORY DWELLING UNIT**

Provide a description of proposed use showing justification for a special exception as specified in Zoning Ordinance Article VIII Section F.2.

The purpose of the ADU is to this is an allowed purpose per Article VIII Section F.2. (a. increase the supply of affordable housing; b. provide flexible housing for residents; c. integrate affordable housing; d. provide elderly citizens the opportunity to retain their homes and age in place; and e. maintain the rural agricultural character of the town.)

Explain how the proposal meets the special exception criteria as specified in article VIII, section F of the zoning ordinance:

1. ***Zoning District*** - *The property must be located in a Zoning District that allows single family dwellings. Identify the district in which the property is located. Provide a copy of the property card as evidence.*

The property is located in a XXX zone as reflected on the property card. Article III Districting states that the town shall be considered one district of residential, agricultural or forestry use only. Other uses are permitted per the ordinance.

2. ***Ownership*** - *The owner of the property must occupy one of the units as a primary residence and be the owner/landlord of the accessory dwelling unit. This does not change in the event of the sale of the property. [The Condominium form of ownership of either the principal dwelling or the accessory dwelling unit is not permitted.]. Which unit will the homeowner reside?*

The owners (names) of the home will reside in the (main house/ADU) and will serve as landlord to the tenant in the (main house/ADU).

3. ***Living Area Configuration*** - *Total living area for an accessory dwelling unit shall not exceed 900 square feet and must not consist of more than 2 bedrooms. The accessory dwelling unit must be clearly secondary to the principal residence. Dormitory-style facilities are prohibited. Provide the total square footage and the number of bedrooms of the proposed accessory dwelling unit. Show this information on the plot plan/building design plan as well.*

The total square footage of the ADU will be XXX, will include X number of bedrooms, a kitchen and living area. The main dwelling shall serve as the principal residence at XXX total square feet.

4. ***Construction*** - *One accessory dwelling unit is permitted per residential lot. It must be built within or attached to the principal dwelling to preserve the appearance of a single-family dwelling. Attached means having a shared wall or connected by a covered and enclosed structure. There can be no outside entryway to the accessory unit on the front/street side of the principal residence. There shall be a connecting door between the primary dwelling and the accessory dwelling unit. Clarify how the proposal will preserve the appearance of a single-family dwelling and consist of a shared wall or covered enclosure. Where will the entryway be located?*

The proposed ADU is the only one on the property and is attached to the main dwelling by (describe) which gives the appearance of a single family dwelling. The entry to the ADU is located XXX as permitted by the ordinance.

4. **Parking** - Off street parking shall be available for a minimum of two (2) vehicles for the principal residence and two (2) vehicles for the accessory dwelling unit. Room for vehicle ingress, egress and turn-around on-site shall be provided. A new curb cut for the accessory unit is prohibited. **Describe the parking configuration that will include turnaround access on the property.**

The driveway measures XXX square feet and allows for X number of vehicles at one time. The driveway allows for vehicles to turn around so that they do not back out onto the roadway.

5. **Septic Facilities and Water** - An accessory dwelling unit shall comply with all applicable water and sanitary requirements. **Explain what measures have been taken to ensure the existing septic system and well can accommodate the new accessory dwelling unit.**

Provided with this application is 1) a replacement septic system design plan prepared by a state licensed Septic System Designer sized to accommodate both the primary and accessory dwelling (X bedrooms); or 2) Since the existing septic is state approved and adequately sized, a copy of this septic plan and an inspection report detailing the system is included.

AREA AND LOT REQUIREMENTS CHECKLIST (Check that all apply.)

- ☒ 1. The building lot has at least 200 feet of frontage or ☐ is a pre-existing non-conforming lot.
- ☒ 2. The building lot has a minimum of 87,120 square feet (2-acres) or ☐ is a pre-existing non-conforming lot.
- ☒ 3. The main dwelling is set back from the front property line at least 30 feet and 25 feet from adjacent side and rear property lines and that no additions related to the accessory dwelling unit conflict with these setbacks.
- ☒ 4. Septic system leach field boundaries shall be located more than 20 feet from any property boundary, 75 feet from any surface water, 75 feet from existing or proposed private wells, and 125 feet from existing or proposed community wells.

Applicant Elliot Jones
(Signature)

Date July 7, XXXX

FOR OFFICE USE ONLY

- ☐ Attachments included
- ☐ Plot Plan /Building Elevation of Street View
 - ☐ Waste Disposal Plan
 - ☐ Property Card
- ☐ All Questions Answered
- ☐ Owner Authorization, if applicable

Public Hearing Date: _____

For the ZBA: _____

**ACCESSORY DWELLING UNIT ADDENDUMS
(REQUIRED DOCUMENTS)**

1

Copy of property tax card which can be downloaded at:

[Avitar Associates of New England, Inc.](#) (link on Town website - Selectmen's page)

2

A plot plan showing the acreage, frontage, names of abutting streets, and location. East Kingston tax maps can be downloaded at:

[2019-2020+Tax+Maps.pdf \(squarespace.com\)](#) (link on Town website - Selectmen's page)

3

A building design plan that shows/includes the following:

- Drawn to scale
- Dimensions of lot
- North arrow
- Off-street parking areas
- Locations of structures on lot
- Setbacks from lot boundaries and buildings
- Layout of accessory dwelling unit showing rooms/egress/shared wall, square footage
- Street view of main dwelling and proposed accessory dwelling unit

Although these design plans are not required to be professionally prepared, professional-type drawings are strongly recommended.

4

A copy of the State Waste Disposal Plan in one of the following forms: replacement septic design plan or existing septic system plan with accompanying inspection report detailing the condition of the existing system. These documents must be prepared by a licensed septic system designer.

5

If applicable: you are not the owner, provide authorization from the current owner to act on this application on their behalf, or if you are proposing to purchase the property, include a purchase and sales agreement stating the contingency for an accessory apartment to be approved.

Sample Tax Card

Town of East Kingston


Parcel ID: **Redacted**
Owner:

CARD 1 of 1)

Location:

Acres: **2.506**

General

Valuation		Listing History	
Building Value:	\$265,700	<u>List Date</u>	<u>Lister</u>
Features:	\$27,400	04/14/2021	RWPM
Taxable Land:	\$187,800	03/19/2020	JBPE
		10/31/2018	JQVM
Card Value:	\$480,900 	02/20/2018	INSP
Parcel Value:	\$480,900	02/06/2017	JBPM

History Of Taxable Values

Tax Year	Building	Features	Land	Value Method	Total Taxable
2021	\$265,700	\$27,400	\$187,800	Cost Valuation	
2020	\$207,700	\$27,400	\$187,800	Cost Valuation	
2019	\$199,800	\$27,400	\$187,800	Cost Valuation	
2018	\$149,400	\$19,800	\$136,700	Cost Valuation	
2017	\$149,400	\$19,800	\$136,700	Cost Valuation	
2016	\$149,400	\$15,800	\$136,700	Cost Valuation	
2015	\$149,400	\$15,800	\$136,700	Cost Valuation	
2014	\$149,400	\$15,800	\$136,700	Cost Valuation	

Tax Year	Building	Features	Land	Value Method	Total Taxable
2013	\$170,700	\$15,100	\$136,000	Cost Valuation	\$321,800
2012	\$170,700	\$15,100	\$136,000	Cost Valuation	\$321,800
2011	\$170,900	\$17,900	\$136,000	Cost Valuation	\$324,800
2010	\$170,900	\$17,900	\$136,000	Cost Valuation	\$324,800
2009	\$170,900	\$19,400	\$136,000	Cost Valuation	\$326,300
2008	\$172,800	\$19,400	\$136,000	Cost Valuation	\$328,200
2007	\$172,800	\$19,400	\$136,000	Cost Valuation	\$328,200
2006	\$172,800	\$19,400	\$135,400	Cost Valuation	\$327,600

Sales

Sale Date	Sale Type	Qualified	Sale Price	Grantor	Book	Page
02/26/1987	VACANT	NO - FAMILY/RELAT GRNTR/E				
12/31/1984	VACANT	YES				

Land

Size: 2.506 Ac.

Zone: 01 - Z1RES

Neighborhood: AVERAGE+20





Site: GOOD

Driveway: DIRT/GRAVEL

Road: PAVED

1F RES

\$187,800

Land Type	Units	Base Rate	NC	Adj	Site	Road	Dway	Topo	Cond	Ad Valorem	SPI	R	Tax Value	Notes
1F RES	2.000 AC	164,000	G	120	105	100	95	95 MILD	100	186,500	0	N	186,500	
1F RES	0.506 AC	2,500	X	100	0	0	0	100	100	1,300	0	N	1,300	
														

Building

1.75 STORY CAPE Built In 1987

Roof:	GABLE OR HIP	Bedrooms:	3	Quality:	AVG+10
	ASPHALT	Bathrooms:	2.5	Size Adj.	0.8653
Exterior:	CEDAR/REDWD			Base Rate:	88.00
	CEMENT CLAPBOARD	Extra Kitchens:	0	Building Rate:	0.9328
Interior:	DRYWALL	Fireplaces:	0		
		Generators:	0	Sq. Foot Cost:	82.09
Flooring:	CARPET	AC:	YES	Effective Area:	3,678
	LINOLEUM OR SIM		50%	Gross Living Area:	3,051
Heat:	OIL				
	HOT WATER			Cost New:	\$301,927

Depreciation						
Normal GOOD 12%	Physical 0%	Functional 0%	Economic 0%	Temporary 0%	Total Dpr. 12%	Assessment \$265,700

Features

Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Value	Notes
					Total:	\$27,400	

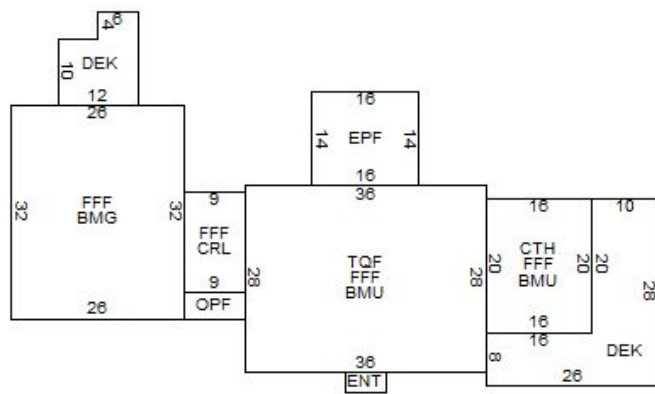
Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Value	Notes
FIREPLACE 1-STAND	1		100	3000.00	100	\$3,000	WOOD INSERT
BARN-2STRY	1280	40 x 32	73	26.00	85	\$20,650	NEAR ROAD
SHED-WOOD	120	12 x 10	193	10.00	75	\$1,737	
SHED-EQUIPMENT	32	4 x 8	400	8.00	50	\$512	WOOD STO
PATIO	64	8 x 8	310	7.00	50	\$694	SLAB/H-TUB
SHED-EQUIPMENT	64	4 x 16	310	8.00	50	\$794	WOOD STO
Total:						\$27,400	

Photo



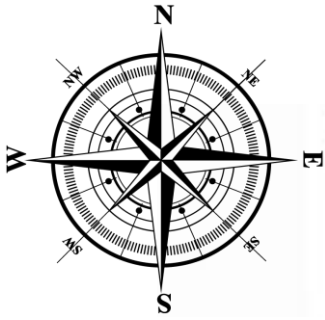
Sketch

Code	Description	Area	Eff Area	GL Area
TQF	3/4 STRY FIN	1,008	756	756
CRL	CRAWL SPACE	135	7	0
Totals			3,678	3,051



Code	Description	Area	Eff Area	GL Area
FFF	FST FLR FIN	2,295	2,295	2,295
BMU	BSMNT UNFINISHED	1,328	199	0
CTH	CATHEDRAL CEILING	320	32	0
ENT	ENTRY WAY	18	2	0
DEK	DECK/ENTRANCE	552	55	0
EPF	ENCLOSED PORCH	224	157	0
OPF	OPEN PORCH	36	9	0
BMG	BASEMENT GARAGE	832	166	0
Totals			3,678	3,051

PLOT PLAN SAMPLE

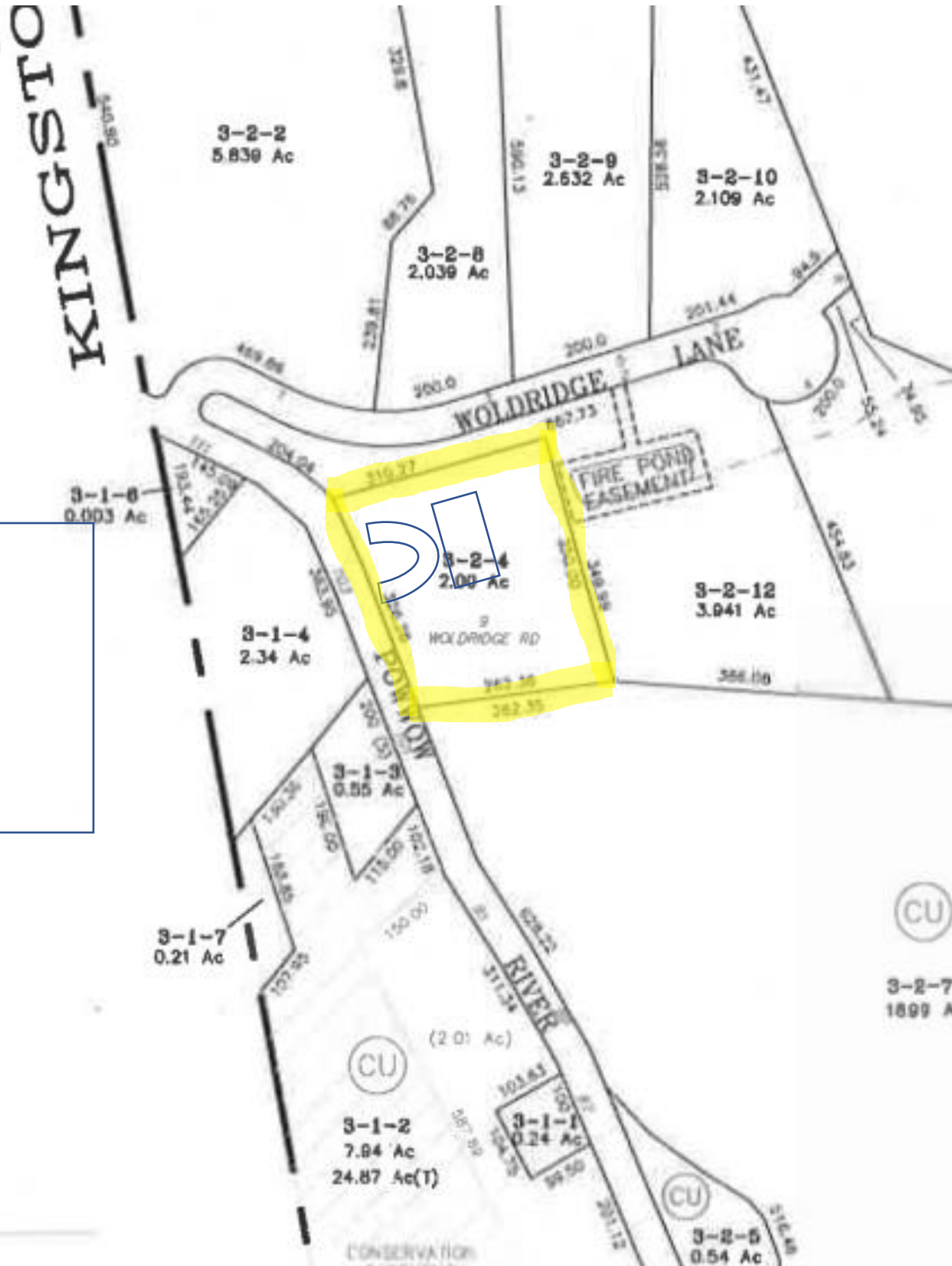


ADDRESS: XXXX

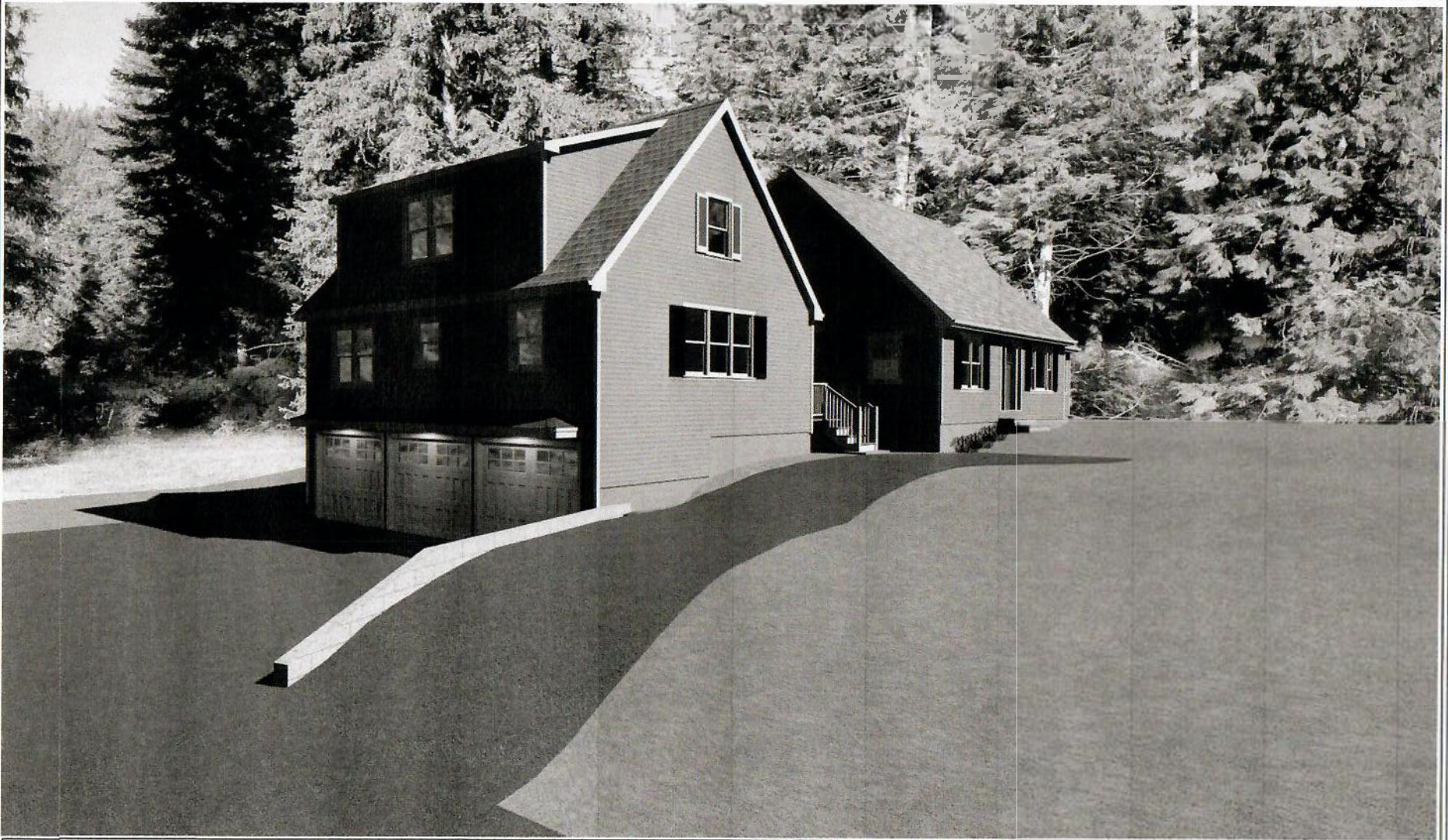
Road Frontage – 336 ft

Total acreage – 2.00

Front setback – 55 ft



DESIGN PLAN SAMPLE



REVISION DATE
NUMBER DATE PROJECT DESCRIPTION

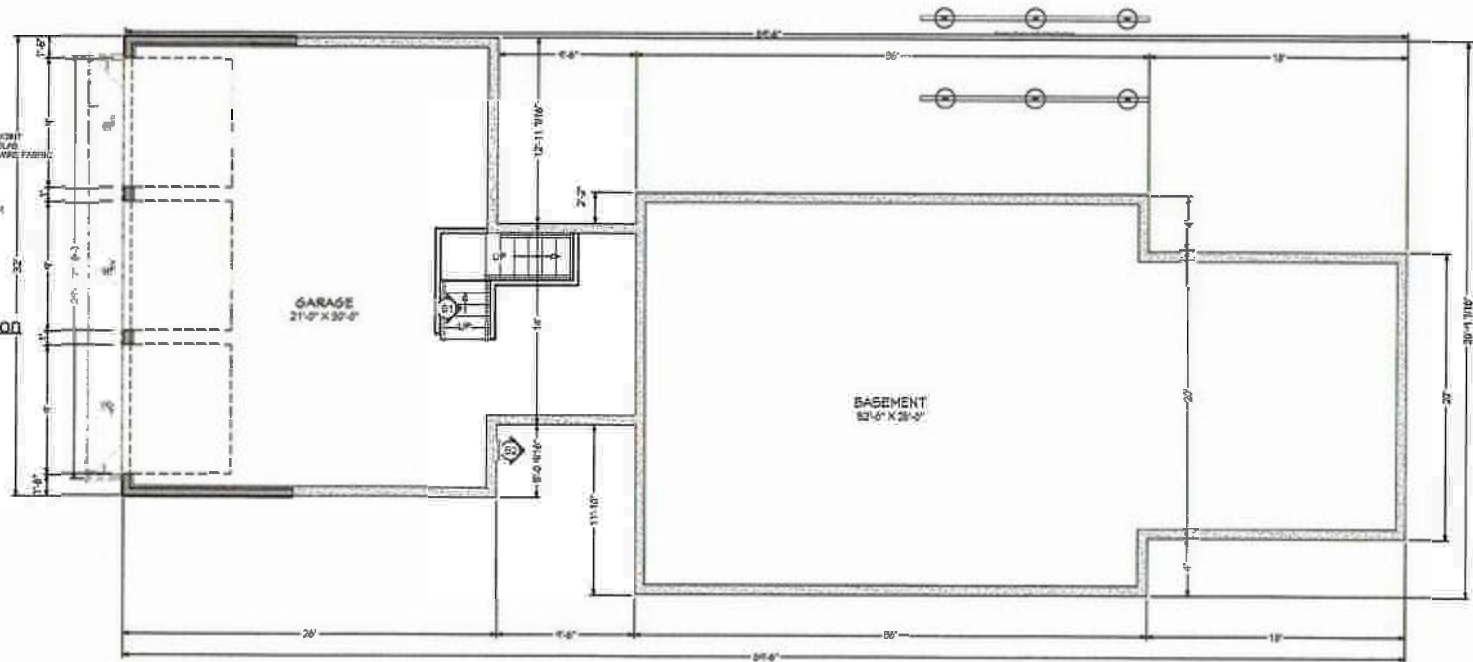
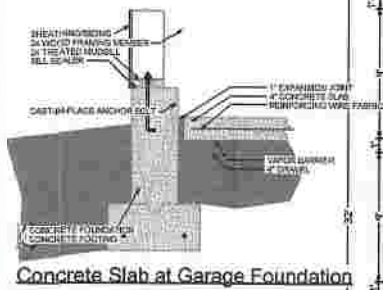
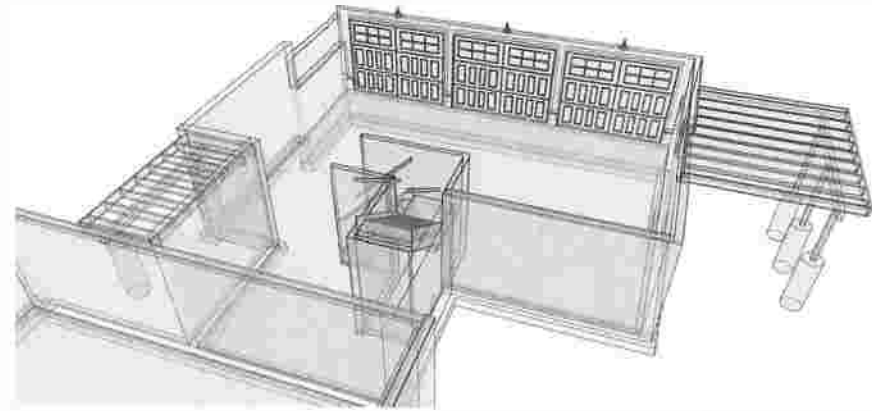
IN-LAW ADDITION

DATE:

SCALE:

SHEET:

P-1



FOUNDATION PLAN

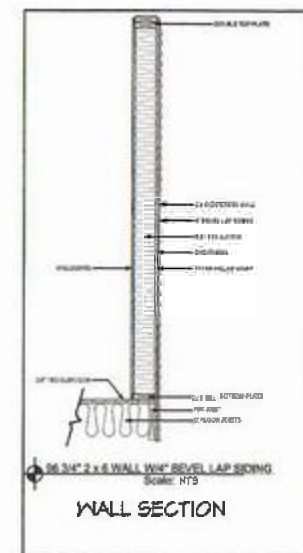
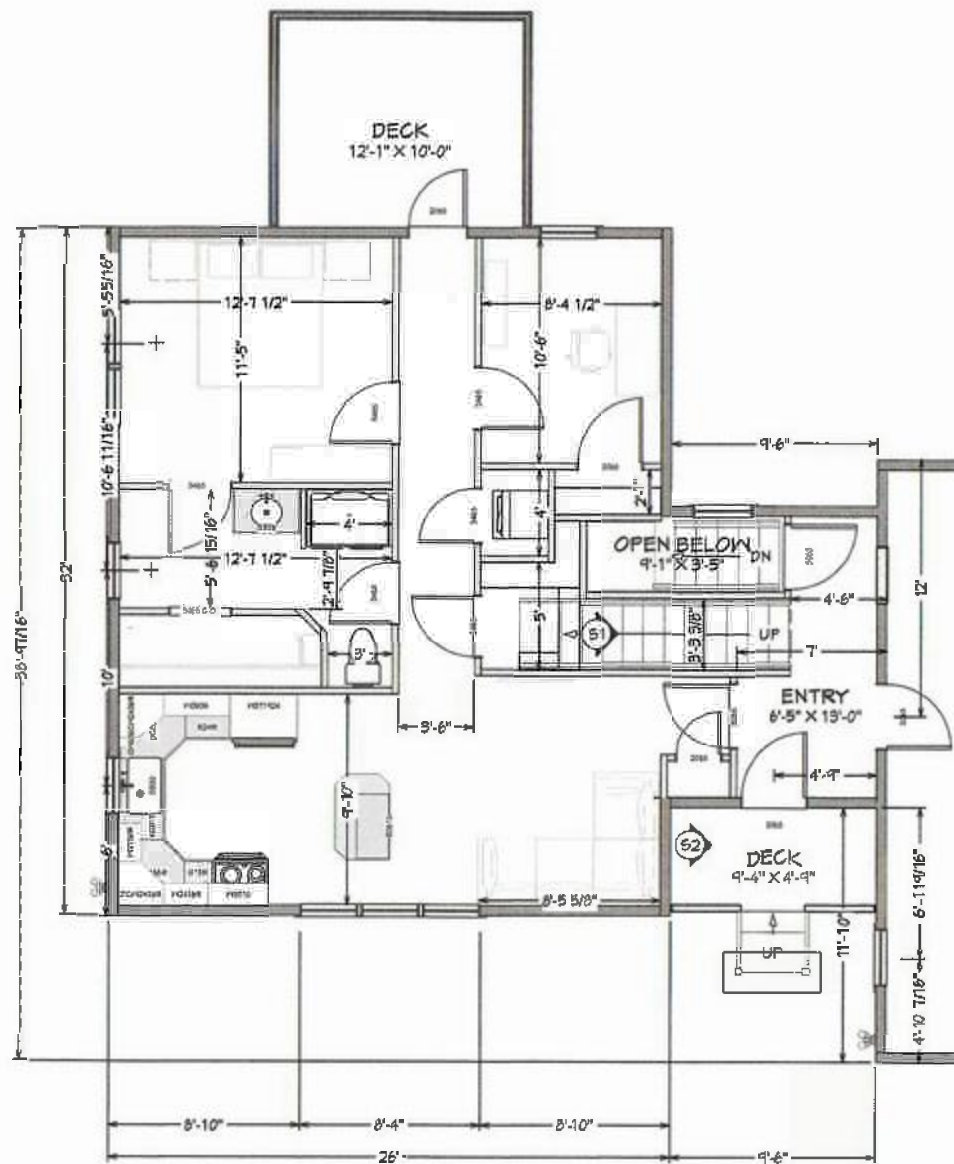
[illegible]

IN-LAW ADDITION

DATE:

SCALE:

SHEET:

[illegible]

IN-LAW ADDITION

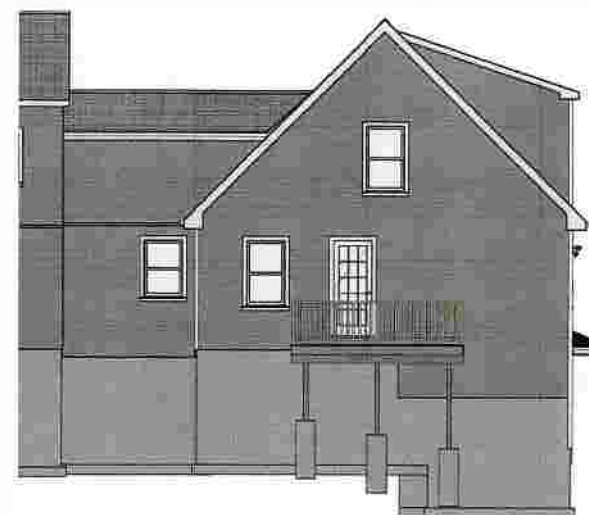
DATE:

SCALE:

SHEET:



Elevation 1



Elevation 2



Elevation 3

REVISION TABLE	DATE	BY

QUANTITY	UNIT	AMOUNT

IN-ADDITION



Section 2

REVISION	DATE	BY	DESCRIPTION
1	10	AD	IT
2			
3			
4			
5			
6			
7			
8			
9			
10			

1 N - LAW

DATE:

SCALE:

SHEET:



Section 1

REVISION TABLE
NUMBER DATE REVISION BY DESCRIPTION

IN-LAW ADDITION

DATE:

SCALE:

SHEET:

SAMPLE

Inspection Report

PROPERTY:

NAME:

PHONE:

PHONE:

INSPECTION ORDERED BY:

☐ HOME BUYER

☒ HOME OWNER

☐ OTHER:

OF BEDROOMS 3

OF OCCUPANTS: 2

CURRENT

NEW

☐ HOMEVACANT

SEPTIC PLAN AVAILABLE ☐

TANK: SEPTIC

MATERIAL: CONCRETE

SIZE: 1000

DEPTH TO SURFACE: 8"

SCUM (12" MAX): 2"

SLUDGE (18" MAX): 3"

ABSORPTION AREA: STONE & PIPE

LENGTH:

WIDTH:

GALLONS (IF DRYWELL):

UNKNOWN ☐

BACKFILL DEPTH: 18"

TANK:

☐ IMPROPER SIZE

☐ EXCESSIVE SLUDGE

☐ EXCESSIVE SCUM

☐ DAMAGED BAFFLE:

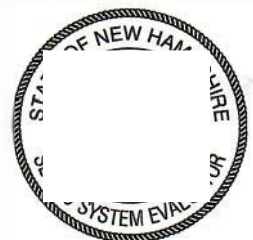
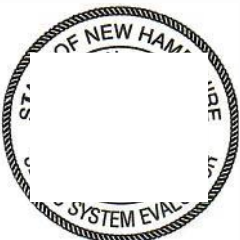
☐ NOT WATER TIGHT

☐ WATER LEVEL:

☐ BACKFLOW FROM OUTLET

☐ IMPROPER LOCATION

☐ OTHER:



Inspection Report

ADDITIONAL NOTES/ PHOTOS



Dbox and tank
location



Clean soil and stone



SAMPLE SEPTIC PLAN

[illegible]