

ACCESSORY APARTMENT APPLICATION

**APPLICANT MUST FILE ALL DOCUMENTATION IN
PACKET/SETS FORM FOR THE PLANNING BOARD
REVIEW**

(10) PACKETS/SETS REQUIRED EACH CONSISTING OF:

An Application for the Accessory Apartment

A Survey of subject property

**A Site Plan of subject property (including delineation of (4)
parking spaces and entrance to apartment)**

A Short Environmental Assessment Form (EAF)

Photographs of the parking area and entrance to apartment

**A Floor plan of the ENTIRE existing dwelling (1st floor, 2nd
floor, etc. including the proposed apartment) showing the total
square footage of each floor area and proposed apartment area
and the calculation of that area per Sec. 218-36 D. by a licensed
engineer or architect.**

(1) Application for Building Permit

(1) Application fee \$150.00 (payable to Town of Mt. Pleasant)

§ 218-36. Accessory apartments in one-family residential districts. [Added 4-28-1987]

It is the specific purpose and intent to permit accessory apartments on one-family residential properties in all one-family residence districts to provide the opportunity and encouragement for the development of small, rental or owner-occupied housing units designed, in particular, to meet the special housing needs designed, in particular, to meet the special housing needs of single persons and couples of moderate income, both young and old, including relatives and friends of families presently residing in Mount Pleasant. It is the further purpose and intent of this section to allow and encourage the more efficient use of the town's existing housing stock and accessory buildings, to provide economic support for present resident families of moderate or limited income, to promote efficiency in the consumption of energy and the town's natural resources and to protect and preserve property values. To help achieve these goals, to promote the other objectives of the town's Zoning Ordinance and of the Town Plan, including the general benefit of the health and welfare of the town's people, the following specific standards are set forth for such accessory apartment uses:

- A. Owner-occupancy required. The owner(s) of the one-family lot upon which the accessory apartment is to be located shall occupy at least one of the dwelling units on the premises.
- B. Permit required. No accessory apartment shall be created, maintained or occupied until an accessory apartment permit is obtained from the Planning Board. Such permits shall be issued only to the owner-occupant of the principal dwelling in which such apartment is to be located. Such permit shall expire and lapse automatically upon change of ownership or when such owner ceases to occupy the principal dwelling. Any new owner of a dwelling for which an accessory apartment permit has been issued shall have 10 days following the date on which title is transferred to apply for an accessory apartment permit.
- C. Location of the lot. An accessory apartment shall be located in the principal dwelling unit only, provided that such building and the portion thereof in which an accessory apartment is to be located has existed at least 10 years prior to the current calendar date.
- D. Apartment size. The maximum floor area for an accessory apartment within a principal dwelling building shall not exceed 25% of the area of the dwelling building in which it is located or 600 square feet, whichever is less. The Planning Board may grant a waiver of this requirement by allowing not more than an additional 100 square feet to the maximum floor area where warranted by the specific circumstances of a particular building. [Amended 6-24-2003^{EN(1)}]
- E. Number of accessory apartments per lot. There shall be no more than one accessory apartment permitted per one-family building lot.
- F. Sale or subdivision. Neither accessory apartments nor premises upon which such accessory apartments are located shall be sold, converted into cooperative or condominium ownership

or subdivided unless such action is accomplished in full compliance with the codes and ordinances of the Town of Mount Pleasant, Westchester County, and the laws of the State of New York.

- G. Exterior appearance. Accessory apartments shall be located, designed, constructed, landscaped and decorated in such a manner that, to the maximum extent feasible, the appearance of the principal building will remain as a one-family residence. Accessory apartments shall be designed and constructed so as to enhance the single-family character of the principal building and to enhance and not detract from the single family residential character of the neighborhood.
- H. Public sewer and water required. No accessory apartment shall be permitted in any dwelling that is not serviced by public sanitary sewer and public water systems. [Amended 6-24-2003^{EN(2)}]
- I. Off-street parking. Off-street parking and access thereto shall be provided in accordance with the standards and requirements of § 218-89 of this chapter (two spaces per each unit).
- J. All accessory apartments must be in compliance with all applicable building, fire, electrical, health and other applicable safety codes.
- K. Lot size. No accessory apartment shall be permitted in any dwelling where the area of the lot upon which the dwelling is located is less than the minimum area required in the zoning district in which the dwelling is located. [Added 6-24-2003^{EN(3)}]
- L. Number of stories. No accessory apartment shall be permitted in any portion of a dwelling which exists above or below two or more stories of such dwelling. [Added 6-24-2003^{EN(4)}]
- M. Reinspection. Accessory apartments which have been approved by the Planning Board shall be reinspected by the Building Inspector one year after issuance of the permit and every three years thereafter. In the event the inspection discloses any noncompliance with or violations of the terms of this section or with any condition of the permit, the Building Inspector shall report such findings in writing to the Planning Board. The Planning Board shall thereupon schedule a public hearing with due notice to determine whether the permit should be revoked based upon such noncompliance or violation. Refusal to allow reinspection by the Building Inspector shall be a basis for revocation of the permit by the Planning Board after a public hearing. [Added 6-24-2003^{EN(5)}]

Town of Mt. Pleasant
1 Town Hall Plaza
Valhalla, New York 10595

PLANNING BOARD ACCESSORY APARTMENT APPLICATION

The requirements on the following pages constitute the application information needed to process your request for an Accessory Apartment Permit. You are responsible for filing a complete application:

- A Building Permit
- An Accessory Apartment Application
- An Affidavit of Ownership
- A Statement of Understanding
- \$ 150.00 fee (if paying by check, please make check payable to the Town of Mt. Pleasant and submit to the Planning Office)

In addition, please prepare 10 copies of each of the following and collate into 10 separate packets:

- The Accessory Apartment Application
- The Short Environmental Assessment Form
- An updated Property Survey
- A parking space layout plan, based on your survey, which clearly delineates the dimensions of the parking area (4 parking spaces).
- Exterior photographs of the parking area and garage
- Floor Plans drawn to scale with dimensions indicating the entire residence. The dimensions and area of the accessory apartment should be clearly indicated, ceiling height and window measurements prepared by a licensed architect or engineer.
- And photographs of the Accessory Apartment entrance

**TOWN OF MOUNT PLEASANT PLANNING BOARD
APPLICATION FOR ACCESSORY APARTMENT**

FOR PLANNING OFFICE USE ONLY

Application Received by: _____	Date: _____
Application Fee \$ _____	Date Paid: _____

Date of Referral of Application to Planning Board _____

TO BE COMPLETED BY APPLICANT

Name _____	Applicant: _____	Owner: _____
Address _____	_____	_____
Telephone No. _____	_____	_____

1. Site Location: Zone _____ Section _____ Block _____ Lot(s) _____
2. Site Size: Acres or Square Feet _____
3. Year of Construction of Principal Dwelling: _____
4. Size of Principal dwelling in square feet: _____
5. Accessory Apartment Size in square feet: _____
6. Accessory Apartment Size as in percent of Principal Building: _____
7. Accessory Apartment is: New _____ Existing _____
8. Total Number of Bedrooms: Existing _____ New _____
9. Total Number of off-street parking spaces _____
10. Site is served by:

Public Water Supply _____ (District _____) Private Well _____
 Public Sewer Facilities _____ (District _____) Private Septic _____
11. Westchester County Department of Health and Town Engineer Approvals are required for the method of Water Supply and Sewer Disposal. Please indicate status of approvals:
 WCDOH: Approval _____ (attach) Pending _____
 Town Engineer: Approval _____ (attach) Pending _____
12. As owner of the property, I or my immediate relative (spouse, parent or child) will live on the premises (check one)

Principal Residence _____ Accessory Apartment _____

 Signature of Applicant

 Date

TO BE COMPLETED BY PLANNING BOARD OFFICE

	YES	NO
Does Application Require Any Waivers from Section 218-35 of the Town of Mount Pleasant Code?		
Has Applicant Attached an Environmental Assessment Form?		
Has Applicant Attached all information required as per Application Packet?		
Affidavit of Ownership		
Statement of Understanding		
Application Fee		
Plot Plan		
Floor Plan		
Adjacent Properties, Owner of Record Mailing List		

DATE PUBLIC HEARING SCHEDULED _____

DATE PUBLIC HEARING HELD _____

DATE OF SEQR DETERMINATION _____

Check one:

Positive Declaration _____

Negative Declaration _____

DATE OF PLANNING BOARD DECISION:

Approval _____

Denial _____

Approval with conditions _____

List Conditions _____

ACCESSORY APARTMENT APPLICATION PACKET

TOWN OF MOUNT PLEASANT

The requirements on the following pages constitute the information needed by the Building Department to process your request for an Accessory Apartment Permit. It consists of:

1. An Affidavit of Ownership
2. A Statement of Understanding
3. An Environmental Assessment Form
4. An Application Fee
5. A Plot Plan
6. A Floor Plan - existing dwelling and proposed apartment
7. Adjacent Properties, Owner of Record Mailing List

Forms and information pertaining to the above are contained in the remainder of this packet.

PROCEDURE

Your acquisition of this Application Packet is the first step in obtaining your Accessory Apartment Permit. Successive steps include:

- a. Submit the Application Packet to the Planning Office for verification as to completeness.
- B. Review of your application by the Planning Board and referral to the Building Department for verification of completeness of your application and any additional comments pertaining to the compliance with the zoning code Sec. 218-36.
- C. Review of your application by the Planning Board at a public hearing.
- D. Upon close of the public hearing, and resolution of approval or denial report back to the Building Department.
- E. If approval, request and receive a Building Permit for construction of the accessory apartment as approved.
- F. Completion of construction and request for Certificate of Occupancy (C of O).

**Part of Application for Accessory Apartment Permit in
Single Family Home**

1. AFFIDAVIT OF OWNERSHIP

(To be completed by owner if the above application is filled in by someone other than the owner)

STATE OF NEW YORK

COUNTY OR _____ ss: _____ being duly
sworn, deposes and says that he/she resides at _____
in the State of _____ that he/she is the owner in fee of all that certain lot,
piece or parcel of land situated, lying and being in the Town of Mount Pleasant, NY aforesaid
and known and designated as Sec. _____ Blk. _____ Lot _____ and that he/she
hereby authorizes _____
_____ to make the
annexed application in his behalf and that the statements of fact contained in said application,
including the statements contained in all of the exhibits transmitted herewith, are true.

Sworn to before me, this _____

day of _____, 19 _____

(Owner Sign Here)

Notary Public

Fee Received \$ _____ 150.00 _____

By _____

Date _____ () check
() cash

**Part of Application for Accessory Apartment Permit in
Single Family Home**

2. STATEMENT OF UNDERSTANDING

Applicant's Name _____ Address _____

Owner's Name _____ Address _____

Applicant's Relationship to Owner _____

As owner of the property, I or my immediate relative (spouse, parent or child) will live on the premises (check one).

Principal Resident _____ Accessory Apartment _____

TO: Chairman of the Planning Board:

I hereby file an application for an accessory apartment in a single family home in accordance with Chapter 218-10 Schedule of Regulations and Chapter 218-36, Accessory Apartments in One Family Resident Districts, as set forth in the Town of Mount Pleasant Zoning Ordinance.

I have read the Zoning Ordinance, Chapter 218-36, Accessory Apartments in One Family Residence Districts or I have had it read to me and I understand the following requirements which summarize the major requirements of that Section.

1. The owner(s) of the one family lot upon which the accessory apartment is to be located shall occupy at least (1) of the dwelling units on the premises.
2. A Building Permit and a Certificate of Occupancy from the Building department shall be a requirement for approval of the accessory apartment. Site plan approval by the Planning Board shall also be required.
3. The permit for an accessory apartment shall expire if I sell the property or if neither I nor an immediate family relative no longer reside in the building.
4. Any subsequent owner may immediately reapply for a new accessory apartment permit.
5. I recognize that I must submit evidence that the building and any external addition is thereby existed at least 10 (ten) years prior to the date of this application.

2. (Continued) Statement of Ownership

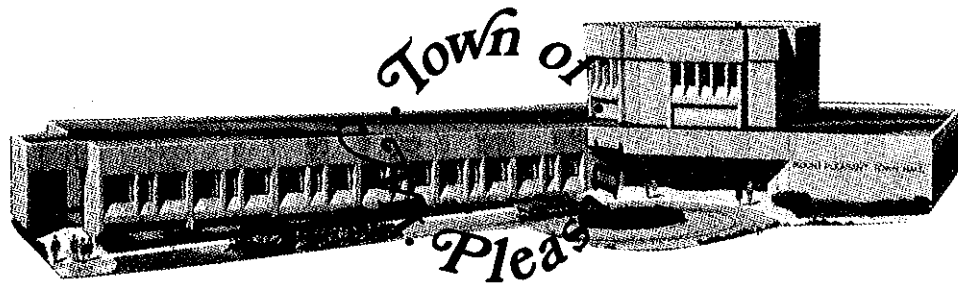
6. I am submitting a floor plan for the accessory apartment as required elsewhere in this application. The apartment shall be at least 300 square feet in size but not greater than 25% of the area of the existing house. All habitable living space shall conform to the New York State Uniform Fire Prevention and Building Code.
7. I also understand that I must submit and have approved a plan in accordance with Appendix 3 of the Town Subdivisions Regulations. I also must submit a floor plan and elevation of the single-family house showing how and when the accessory apartment will be constructed.
8. It is understood that the primary objective of the exterior appearance is to allow the principal building to remain looking like a one family residence and to enhance the single family character of the principal building and not detract from the single family residential character of the neighborhood.
9. I intend to supply power, telephone, water and sewer service to the accessory apartment.
10. I will supply at least two off-street parking spaces of a size and dimension required by the Zoning Ordinance for the main residence and two for the accessory apartment, or a total of four, as approved by the Planning Board.
11. I understand that in the course of review of my request and this application, additional requirements may be established in the Zoning Ordinance. My signature of this application authorizes the necessary inspections to be made by the Planning Board or its authorized agents in the review of this application during the term of the permit, should it be granted.
12. As part of this application an environmental assessment form has been submitted and is attached.
13. I understand that this application does not guarantee approval of my request for an accessory apartment. I also understand that this application is subject to the requirements of the Town of Mount Pleasant Zoning Ordinance and the Town of Mount Pleasant Building Code as well as other applicable laws.

Applicant being duly sworn deposes and says that all of the above statements contained in the papers submitted herewith are true.

Sworn to before me, this _____
day of _____, 20____

(Applicant to sign here)

Notary Public



Accessory Apartment

BUILDING DEPARTMENT

Owner: _____

Location: _____

Section: _____ **Block:** _____ **Lot:** _____

Zone: _____ **Occupancy:** _____ **Relation:** _____

Apartment: **Basement** _____

First Floor _____

Second Floor _____

Other _____

Number of Rooms: _____ **Total Sq. Ft Area:** _____

Sq. Ft. Area of Accessory Apt: _____ **Number of Parking Spaces:** _____

NYS Building Code Compliance _____

Recommendations: _____

Approved: _____ **Date:** _____ **Denied:** _____ **Date:** _____

Sal Pennelle, Building Inspector