

**TOWN OF MONROE
PLANNING & ZONING COMMISSION
APPLICATION
CERTIFICATE OF USE OF ACCESSORY APARTMENT**

FILE NO. ZCC- _____

1. LOCATION - STREET ADDRESS: _____
APT/UNIT # (address assigned to apartment) _____
ASSESSOR'S PROPERTY IDENTIFICATION NUMBER: _____

2. ZONING DISTRICT (check one): RF-1 RF-2 RF-3

3. APPLICANT'S NAME (must be property owner):

4. APPLICANT'S PHONE: (home) _____ (other) _____

5. GROSS LIVABLE FLOOR AREA OF EXISTING DWELLING: _____ square feet

6. GROSS LIVABLE FLOOR AREA OF PROPOSED APARTMENT: _____ square feet

7. OWNER WILL OCCUPY (check one): Principal Dwelling Accessory Apartment

8. ACCESSORY APARTMENT WILL BE CREATED BY (check one):
 Conversion of existing floor area Addition to existing dwelling
 Combined conversion and addition Inclusion in construction of new dwelling

9. PARKING PROVISIONS: _____

10. ENDORSEMENTS

The undersigned owner(s)/applicant(s) of the above-described premises hereby agrees to and understands the conditions of this application, and further authorizes the Planning and Zoning Commission and its agents to enter on the premises for the purpose of application review, and for inspection and promulgation of required construction improvements should the proposal receive approval. I/We also acknowledge that if we fail to finalize or otherwise complete this application within six months of the date hereafter, or fail to have the unit certified within one year of the date hereafter, this application shall become null and void.

Owner Signature: _____

Owner Signature: _____

Subscribed and sworn to by _____

on this _____ day of _____, 20____, before me,

Notary Public, Justice of the Peace, Commissioner of the Superior Court

APPLICANT DO NOT WRITE ON THIS PAGE — THIS PAGE FOR OFFICE USE ONLY

Review

Required	Department	Date	Signature
	Tax Collector <i>(To confirm tax payment)</i>		
	Health Department <i>(To review septic)</i>		
	Historic District <i>(To review plans, if applicable)</i>		
	Inland Wetlands Department <i>(To review plans)</i>		
	Zoning Enforcement Officer <i>(To issue Zoning Permit)</i>		
	Building Department <i>(To issue Building Permit)</i>		
	Fire Marshal <i>(To review plans)</i>		
	Assessor's Office <i>(To assign apartment number)</i>		
	Town Clerk <i>(To record Certificate)</i>		

**TOWN OF MONROE
PLANNING & ZONING COMMISSION APPLICATION
CERTIFICATE OF USE OF ACCESSORY APARTMENT**

APARTMENT ADDRESS: _____

APPROVED DATE: _____

CERTIFICATE ISSUED: ZCC- _____

Recorded in Monroe Land Records:

Volume: _____

Page: _____

Date: _____

FILE NO. ZCC-_____

FEE PAID: _____

DATE PAID: _____

RECIPT #: _____

CERTIFICATE OF USE FOR ACCESSORY APARTMENT

INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. Follow all instructions carefully - failure to do so will delay review of your request. Please familiarize yourself with the requirements for Accessory Apartments found in the Zoning Regulations. Current Zoning Regulations can be found on the Town website www.monroect.org under Planning & Zoning Department (*Article 6 Section 6.9.1 & 6.9.2*)

Complete by typing or printing in ink.

This form must be completed and submitted together with 1) Field card; 2) Complete floor plans; 3) Interior layout drawn to scale; including alterations to be made to the exterior of the existing dwelling and photographs of the exterior of the existing dwelling; 4) Building Permit (fees are separate); 5) Plot plan showing parking .

The fee for the processing of the Accessory Apartment application is \$100.00. The State Surcharge for land use applications is \$60.00. Submit fees- both payable to "*Town of Monroe*" (*can be same check*)

Zoning application fees are not refundable once received.

This request must be accompanied by complete floor plans and elevations

**↪ DO NOT SUBMIT THE APPLICATION UNLESS ↩
↪ ACCOMPANIED BY THE COMPLETED PLANS ↩**

Following review and approval, a Zoning Compliance Certificate and Building Permits will be issued and work may begin. Upon completion, the premises will be inspected and your "Certificate of Use" will be issued which will have to be recorded by the applicant in the Monroe Land Records (\$53.00 Recording fee will apply.)

If the applicant fails to finalize or otherwise complete this application within six months of the date of application, or fails to have the unit certified within one year of the date application, the application shall become null and void. Should you wish to pursue the proposal under such circumstance a new application, fees and supporting documents will be required.

If there is any question concerning any aspect of this application do not leave anything to chance— consult the Zoning Enforcement Officer (203-452-2816).