

## City of Worcester Planning Board



### SPECIAL PERMIT APPLICATION FOR AN ACCESSORY DWELLING UNIT (ADU) CHECKLIST

Division of Planning & Regulatory Services

City Hall, 455 Main Street, Room 404, Worcester, MA 01608

Phone: (508) 799-1400 x 31440 – Fax: (508) 799-1406 – E-mail: [planning@worcesterma.gov](mailto:planning@worcesterma.gov) (preferred)

### STEP 1: PROVIDE THE FOLLOWING ITEMS, 1 DIGITAL COPY IN PDF FORMAT VIA EMAIL TO [PLANNING@WORCESTERMA.GOV](mailto:PLANNING@WORCESTERMA.GOV) AND CONFIRM WITH STAFF BEFORE SUBMISSION OF 2 PHYSICAL COPIES BY HAND DELIVERY OR MAIL:

- Application** with original signatures by all petitioners/owners; if you are not the owner of subject property, it is recommended that you provide supporting information such as a lease or a purchase and sale agreement that shows your interest in the property
- Zoning Determination Form** obtained from the Inspectional Services Division (email [inspections@worcesterma.gov](mailto:inspections@worcesterma.gov) or call 508 – 799 – 1198 for more information)
- Completed **Tax Certification** for the \_\_\_\_ Applicant and \_\_\_\_ Owner (if different) are attached (page 7)
- If the applicant is NOT the Owner, the **Owner(s) Authorization** for the applicant to apply is attached (page 4)

**Owner Occupancy – Primary Residence Certification** -The owner(s) of the lot on which the ADU is created must occupy at least one of the dwelling units as their primary residence and must continue to occupy at least one of the dwelling units on the lot as their primary residence for as long as the ADU is being utilized, except for bona-fide temporary absences. The owner(s) of a lot shall submit a notarized affidavit stating that the owner will occupy one of the dwelling units on the lot as the owner's primary residence for the duration the ADU exists. This notarized affidavit is required to be provided as part of a building permit application and recorded prior to a certificate of occupancy for an ADU.

- A **Certified Abutters List(s)** issued within 3 months of this application's filing date which includes all properties affected and includes any contiguous, commonly owned property(s). This can be obtained from the Assessor's Office and includes all abutters and abutters to abutters within 300' of the edge of the landowner's property.

*Note: if the property(s) is within 300 ft. of another town an abutters list from that town may be required*

- Site Plan** showing the property lines in relation to any existing or proposed structures and/or parking/hardscaping, with other site elements as appropriate. This plan shall be to-scale, stamped and signed by a Professional Land Surveyor.
- Architectural Plan** (including exterior elevations, floorplans, renderings as appropriate) depicting the location and gross square footage of the existing dwelling unit(s), the location, number of bedrooms and square footage of the proposed ADU, and the location of all ingress and egress points from the ADU and the principal building.

**Note:** Any application items not produced electronically, such as hand-drawn plans or schematics, handwritten applications, or other materials created prior to March 2013 that are not available to the applicant in electronic format, are not required to be submitted electronically.

### STEP 2: ONCE STAFF CONFIRMS VIA EMAIL REPLY THAT YOUR APPLICATION IS COMPLETE, SUBMIT THE FOLLOWING TO THE DIVISION OF PLANNING AND REGULATORY SERVICES :

- Two stamped (i.e. postage paid) pre-addressed envelopes for *each* party on the Abutters List and the applicant (if different from the owner), with the following return address:

Division of Planning and Regulatory Services  
455 Main Street (City Hall), Room 404  
Worcester, MA 01608

- Filing Fee** of \$ \_\_\_\_\_ is enclosed (*see fee schedule or contact staff to confirm amount*).

Office of the City of Worcester Planning Board c/o Planning & Regulatory Services Division  
City Hall, 455 Main Street, Room 404 (4<sup>th</sup> floor), Worcester, MA 01608

P | (508) 799-1400 x31440 F | (508) 799-1406 E | [planning@worcesterma.gov](mailto:planning@worcesterma.gov) W | [www.worcesterma.gov/planning-regulatory](http://www.worcesterma.gov/planning-regulatory)

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**SPECIAL PERMIT APPLICATION FOR AN ACCESSORY DWELLING UNIT (ADU)**

**Division of Planning & Regulatory Services**

**City Hall, 455 Main Street, Room 404, Worcester, MA 01608**

**Phone: (508) 799-1400 x 31440 – Fax: (508) 799-1406 – E-mail: [planning@worcesterma.gov](mailto:planning@worcesterma.gov) (preferred)**

**SPECIAL PERMIT** (check the standard(s) you are requesting to modify under the Special Permit)

1.  **Size, Bedroom Count** – *GSF >900 SF or >2 bedrooms* (Article IV, Section 8, G, 6.a, e.)
2.  **Setbacks** – *front, rear, side, exterior side yards, or setbacks to the other structures* (Article IV, Section 8, G, 6.b)
3.  **Orientation** – *location of the ADU on the lot in relation to the principal structure* (Article IV, Section 8, G, 6.c)
4.  **Height** – *the ADU >20 FT in height* (Article IV, Section 8, G, 6.d)
5.  **Parking** – *eliminating existing parking spaces* (Article IV, Section 8, G, 7)

**1. PROPERTY INFORMATION**

- a. \_\_\_\_\_  
Address(es) – please list all addresses the subject property is known by
- b. \_\_\_\_\_  
Parcel ID or Map-Block-Lot (MBL) Number
- c. Worcester District Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_  
Current Owner(s) Recorded Deed/Title Reference(s)
- d. \_\_\_\_\_  
Zoning District and all Zoning Overlay Districts (if any)
- e. \_\_\_\_\_  
Describe what is presently located on the property (Use as much detail as possible including all uses and square footage of each use; attached separate narrative if necessary):

**2. APPLICANT INFORMATION**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Mailing Address(es)
- c. \_\_\_\_\_  
Email and Phone Number(s)
- d. \_\_\_\_\_  
Interest in Property (e.g., Lessee, Purchaser, etc.)

**I certify that I am requesting the Worcester Planning Board to grant the Special Permit as described below**

\_\_\_\_\_  
(Signature)

**3. OWNER OF RECORD INFORMATION (if different from Applicant)**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Mailing Address(es)
- d. \_\_\_\_\_  
Email and Phone Number

**4. REPRESENTATIVE INFORMATION**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Signature(s)
- c. \_\_\_\_\_  
Mailing Address(es)
- d. \_\_\_\_\_  
Email and Phone Number
- e. \_\_\_\_\_  
Relation to Project (*Architect/Attorney/Engineer/Contractor, etc.*)

**5. AUTHORIZATION**

Authorization I, \_\_\_\_\_, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

*(If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)*

**6. PROPOSAL (attach a separate narrative if necessary)**

a. \_\_\_\_\_  
The applicant seeks to (Describe what you want to do on the property in as much detail as possible)

b. \_\_\_\_\_  
Are you aware if this property has been previously granted approvals from any City Board or Commission? If so, please list (Provide dates of previous approvals, book and page numbers and/or certificate numbers of any recorded decisions and/or recorded/registered land. Also, please provide copies of previous recorded decisions)

c. \_\_\_\_\_  
Have you applied for or are you aware if other applicants have applied for a Building Permit for this site and been refused for non-compliance with the Zoning Ordinance (e.g. a cease and desist order has been issued)?

- Conversion of an existing detached structure or portion of such structure
- New detached structure
- Interior conversion of existing space in the principal structure

d.  Addition to the principal structure (may also include interior conversion of existing space)

What type of ADU is proposed?

e. Describe the location and orientation of the ADU in relation to the principal structure on the lot.

f. Describe the parking on site, including whether existing parking spaces are being removed or whether new parking spaces are being proposed.

g. Fill in all information relevant to the proposed project (attach additional sheets if necessary):

All Projects	Existing	Proposed
Number of buildings on the lot		
Total square footage of buildings		
Number of stories of building(s)		
Number of parking spaces		
Changes to on-street parking		
Number of existing units		
Total square footage of ADU		
Number of stories of ADU		
Number of ADU bedrooms		

e. Fill in all information relevant to the setbacks (distance from the structure to the property line) being modified through the proposed:

Setback to other structures (detached ADUs only)		Front Yard Setback		Rear Yard Setback	
Setback required:		Setback required:		Setback required:	
Setback provided:		Setback provided:		Setback provided:	
Relief requested:		Relief requested:		Relief requested:	
Side Yard Setback		Exterior Side Yard Setback		Height	
Setback required:		Setback required:		Height permitted:	
Setback provided:		Setback provided:		Height provided:	
Relief requested:		Relief requested:		Relief requested:	





## SUGGESTIONS FOR THE PLAN OF LAND SHOWING THE PROPOSED DEVELOPMENT

A plan of land, at least 8 ½" x 11" or 11" x 17", and drawn to scale (at least 1 inch = 40 feet) should show the following:

- North point.
- Names of streets.
- Zoning districts (Include overlay zones – floodplain overlay, water resource protection overlay, flexible parking overlay, mixed-use overlay, arts district overlay, adaptive reuse overlay, etc.).
- Names of owners of properties up to abutters of abutters of the subject property within 300 feet.
- Property lines, locations of buildings or use of the property where a special permit is requested.
- Existing & proposed porches, decks, garages, sheds, pools, stairs and any other accessory buildings, uses or ground-level projections.
- Distances from adjacent buildings and property lines. These should be verified in the field.
- The dimensions of the lot.
- All existing uses (i.e. types of businesses, types of residences) on the entire parcel and any future proposed uses. Indicate where each different use is located and how much square footage is dedicated to each use.
- Table of dimensional requirements (including exterior side yard setback for corner lots) and proposed setbacks as well as relief requested or relief previously granted and dates of such granting.
- Percentage of the lot covered by the principal and accessory uses (impervious surface) and percentage of open space.
- Required off-street parking spaces for each use on the lot. If there are multiple uses, applicants must label which parking spaces are dedicated to each use. Even if the applicant is leasing parking spaces, all other parking spaces that are leased to other uses must be shown. Required parking may not be taken away from required parking from any other uses. Parking spaces should measure 9' x 18' for a standard space, 25% of parking spaces may be compact 8' x 16' spaces (except for uses that do not have parking lots). For business or manufacturing districts, applicants may also provide proof of a five-year parking lease on-site or off-site (must be within 1,000 square feet of use). Parking cannot be located in required front yard and *exterior* side yard setbacks.
- Location and dimensions of required loading spaces for entire site, if applicable.
- Existing and proposed driveways, entrances, exits, circulation, alleys, paths, access aisles (access aisles must be 24' wide for two-way traffic or 12' wide for one-way traffic), and drive-through lanes.
- Include a parking table with a breakdown of existing parking spaces, proposed parking spaces, required number of parking spaces (by different use), required handicap accessible spaces, including one van space per every eight accessible parking spaces with a 8-foot access aisle (for parking lots over 15 spaces). Please note: proposed developments may not reduce the number of required off-street parking spaces for adjoining lots in such a way as to make lots once held in common ownership or currently held in common ownership nonconforming.
- Required five-foot landscaped buffer where parking, work or service areas of a proposed project abut a street, public park or residential property (except 1, 2, 3 families). Trees should be the main element in landscape screening and should be planted 20-25 feet on center.
- Location, height, dimensions, type and distance from lot lines of any existing or proposed signs.
- Proposed outdoor seating, proposed ATM machines, utility boxes, other design features, etc.
- Proposed multi-family dwellings should show proposed usable open / recreation space (at least 10% of lot).
- Location of dumpsters and snow storage (snow storage cannot be located in the 5-foot parking buffer).
- Height and location of existing and proposed signs.
- Location and type of existing and proposed lighting fixtures.
- Location and species of any trees over 9 inches in diameter that are proposed to be removed as part of the development.
- Provide any information regarding proposed low-impact or sustainable design (i.e. green roofs, permeable pavement, rainwater gardens, ecological landscaping, passive solar design, etc.)

**\*\*ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED\*\***  
**APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE**

### SPECIAL PERMIT: NEXT STEPS AFTER APPROVAL



*The City of Worcester, by this document, does not provide legal advice. Questions about Special Permits should be directed to your legal counsel.*

1) **Obtain a CERTIFIED COPY of the approved DECISION from the Worcester CITY CLERK's office:**

Notice of the decision is distributed to the applicant and abutters, and will contain the date of filing with the City Clerk. After the 20 day appeal period (beginning the date the decision was first filed with the City Clerk's office) has expired, the applicant may obtain a certified copy of the approved decision from the City Clerk. *Note: The certified decision will state if an appeal was filed against the project.*

City Clerk

City Hall (455 Main Street), Room 206 (2<sup>nd</sup> Floor), Worcester, MA 01608

Hours: Monday 8:45am - 5:00pm; Tuesday - Friday 8:45am - 4:15pm; Closed on State or Federal Holidays  
508-799-1121 or [clerk@worcesterma.gov](mailto:clerk@worcesterma.gov)

2) **RECORD the CERTIFIED COPY of the approved DECISION at the REGISTRY OF DEEDS (prior to use):**

Provided there has been no appeal, you must bring the certified copy of the decision to the Worcester District Registry of Deeds and have the decision recorded against the property's title/deed for the decision to be valid.

Worcester District Registry of Deeds

90 Front Street, Suite C201, Worcester, MA 01608

Recording Hours: Monday – Friday 9 am to 4 pm; Closed on State or Federal Holidays  
508-368-7000 or <https://massrods.com/worcester/>

**Note: Your Decision MUST BE RECORDED PRIOR TO USE of any approved Special Permit(s)**

3) **Satisfy any CONDITIONS of approval, if applicable:**

**If your petition is approved with conditions requiring revised plans or supplemental information, all final revised plans and associated information must be received and approved by the Division of Planning and Regulatory Services prior to issuance of a building and/or occupancy permit. Conditions of Approval may additionally require submission of documentation during or after completion of construction. It is the applicant/owner's responsibility to be aware of the conditions of approval ensure they comply with the conditions to avoid delays in issuance of permits and/or enforcement actions for non-compliance.**

If you are unsure of the conditions of your application's approval, please contact the Planning and Regulatory Services Division for clarification. These are included in the decision (generally toward the end of the document before the signature page).

4) **Begin USE/CONSTRUCTION as permitted by the Decision ONLY AFTER Receipt of appropriate Permits from Other City Departments (Inspectional Services, Dept. of Public Works & Parks, etc.).**

### **When Will My Permit EXPIRE?**

**Special Permit(s):** Per Massachusetts General Law, Ch. 40A, § 11 and the City of Worcester Zoning Ordinance, Article II, §9.D.5., if the activity authorized by a special permit is not *initiated* within one (1) year from the date the decision was filed with the City Clerk and/or if the activity is not completed within two (2) years, then the special permit shall expire. Questions about permit validity and what constitutes “initiation” in a particular case should be directed to the Zoning Coordinator at the Department of Inspectional Services at [inspections@worcesterma.gov](mailto:inspections@worcesterma.gov) or 508-799-1714.

### **HOW DO I EXTEND the Rights Granted by MY SPECIAL PERMIT?**

An **Extension of Time application must be filed** with the Planning Board via the Division of Planning and Regulatory Services **within one year of the date of final action (date of filing with the City Clerk)**. *Note: If an approval has expired it cannot later be extended, it must instead be newly considered.*

**Special Permit(s):** If the activity authorized by a special permit granted by the Planning Board is not *initiated* within one (1) year from the date of final action (the date the decision was filed with the City Clerk), the Building Commissioner (**Inspectional Services Department**) may determine that the failure to complete was for “good cause,” allowing administrative extension for a second year. If the **activity has not been initiated** within this time frame, then an **Application for an Extension of Time** for a Special Permit granted by the Planning Board is required (new notice to abutters, public hearing, and decision by the Board).

Applications for an Extension of Time for a Special Permit granted by the Planning Board and is available here: <http://www.worcesterma.gov/uploads/f1/d8/f1d8c145b7b79dbce0f7aeacb446e87f/sp-extension-pb.pdf>

### **What Happens if My Permit EXPIRES?**

**Expired Permits:** After expiration, a special permit(s) may only be re-established through submission of a new filing to Planning Board via the Division of Planning and Regulatory Services. *Note: a new filing consists of the same process as the original application filing (i.e. notification to abutters, a public hearing, and the Board reconsidering said relief, pursuant to the Ordinance).*

**New Filings:** Copies of the most current Special Permit Applications are available here: <http://www.worcesterma.gov/planning-regulatory/boards>

### **Other Resources:**

- The City of Worcester Zoning Ordinance and Worcester Zoning Map are available online at <http://www.worcesterma.gov/city-clerk/ordinances-regulations/>
- For specific questions related to an approved application, please contact **the Division of Planning and Regulatory Services** (Monday through Friday 8:30 a.m. to 5:00 p.m.). Please have a copy of the approved Decision.