



# TOWN OF WETHERSFIELD

DEPARTMENT OF PLANNING AND ZONING

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## APPLICATION GUIDANCE

For

## ACCESSORY APARTMENTS

In 2004, the Town of Wethersfield adopted new zoning regulations that permit accessory apartments in the AA, A-1, A, B and C residential zones. The provisions of Section 3.5.3. and 10.2.B. of the zoning regulations establish the rules and the plan requirements for this type of use. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for residents interested in creating an accessory apartment in their home.

**What is an Accessory Apartment?** – A complete and separate housekeeping unit (containing cooking, bathing, and sleeping quarters) that is accessory (subordinate to and customarily incidental to) a detached single-family unit.

### **Permitted By Zoning Permit Issued By Zoning Enforcement Official**

If the proposal complies with all of the provisions of Section 3.5.3. of the zoning regulations it may be approved administratively through the Building Department's issuance of a zoning permit/building permit application. These regulations state that:

- Only one accessory apartment shall be permitted for each single-family dwelling.
- The owner of the property shall occupy either the principal dwelling unit or the accessory dwelling unit and failure to maintain owner-occupancy shall be a violation of these regulations and shall be cause for removal of the accessory apartment.
- The accessory apartment shall:
  - Meet the minimum floor area requirements of the current Building Code.
  - Not exceed 850 square feet or 40% of the combined floor areas of the single family dwelling and the accessory apartment, whichever is less
  - Be accessible from the principal dwelling by an operable door along a common wall or through a permanently enclosed breezeway.
- Both the accessory apartment and the principal dwelling unit shall be serviced by public water and public sewer.
- Upon establishment of the accessory apartment, the building shall:
  - Maintain the exterior appearance and style (roof line, roof pitch, building materials, window style and spacing, etc.) of the principal residence, and
  - Have any secondary entrance incorporated into the principal residence to reflect the architectural style of a single family unit.

- Parking and access from the public right-of-way shall serve both the principal and accessory units, and shall not be distinguishable as separate facilities.
- Adequate off-street parking shall be provided for the accessory apartment and the single family dwelling.

**Referral To Planning and Zoning Commission**

Be advised that the Zoning Enforcement Official may refer any application to the Planning and Zoning Commission and the Commission reserves the right to review any accessory apartment for compliance with the above requirements and act upon its findings.

**Information Requirements**

As part of any application to establish a home occupation or an accessory apartment, the following documentation shall be provided:

- A letter describing how the home occupation or the accessory apartment will comply with the applicable requirements of Section 3.5.3. of the zoning regulations.
- Two sets of floor plans, drawn to scale, indicating the interior use of the building after the establishment of the accessory apartment with a calculation of floor area for the existing home and accessory use.
- If deemed necessary by the Zoning Enforcement Official, two sets of a site plan, drawn to scale, showing the location of structures on the parcel, the utilities to service the home and accessory use, parking and drive areas, and any other pertinent information, both existing and proposed.
- If exterior building modifications are proposed, two sets of building elevations, drawn to scale, indicating the exterior appearance of the building both before and after the establishment of the accessory use, the type and color of siding existing and proposed, and other similar features.
- A copy of the deed for the subject parcel.
- A sworn, notarized statement from the owner indicating that the owner will reside at the subject premises.

**Permitted By Special Permit Issued By the Planning and Zoning Commission**

The Planning and Zoning Commission has reserved the right to review applications for accessory apartments that do not comply with the requirements of Section 3.5.3. of the Zoning Regulations. Applications that do not comply with the provisions of Section 3.5.3. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission. (See Special Permit handout for details of this process) This process involves the submission of an application to the Planning Department, notice to neighbors and a public hearing with the Planning and Zoning Commission.