



COMMUNITY DEVELOPMENT DEPARTMENT Supplement AA-H

Additional Required Information for an Accessory Apartment Determination

This is the second part of a two-part application. This part requests specific information for a determination regarding an existing Accessory Apartment. Include this form with the Request for Administrative Action form.

Property Address: _____

Current Property Zoning: _____

Year apartment was constructed: _____

Size of apartment (floor area in square feet): _____

Does the owner or an immediate family member live on the premises or on an adjoining property at all times when the apartment is occupied?

___ Yes ___ No

Additional Submittal Requirements:

1. Submit diagrams of the house floor areas for all levels of the house, including the level or levels containing the apartment. These diagrams need not be to scale but must show all rooms, labeling kitchens, bathrooms, doorways, and windows.
2. Submit any available documentation substantiating the date of construction of the apartment, including any permit records, notarized affidavits by prior owners, tenants, or neighbors, photographs, or similar items.
3. Fees in the amount of \$350.00