



Town of Barnstable
Growth Management Department
367 Main Street, Hyannis, Massachusetts 02601
(508) 862-4743 Fax (508) 862-4782

ACCESSORY AFFORDABLE APARTMENT PROGRAM CHECKLIST

Dear Applicant:

This checklist is designed to help you gather the initial documentation required to participate in the Affordable Accessory Apartment Program. The Program Coordinator is available to assist you in achieving all necessary steps to acquire the Chapter 40B accessory affordable apartment permit.

The following documents must be compiled before the site approval and permitting process can begin:

1. _____ *Septic Questionnaire for Public Health Department*
Required Information: Entire Property lay-out (can be hand-drawn use straight edge)
(include room measurements)
The Health Department will verify that your septic system complies with the total number of bedrooms requested for program participation at your property.
Note: Single-family applicants must include parent house & unit; Multi-unit applicants must include permitted & unpermitted units
- 2 X *Recorded Quitclaim Deed*
This document verifies ownership of the property. If you do not have a copy in your personal files, it can be obtained at the Registry of Deeds.
3. _____ *Certified Property Plot Plan*
A copy of your certified plot plan is usually included with your mortgage. Copies are also available at the Building Department.
4. _____ *Copy of Drivers License*
5. _____ *Fee for Site Approval Application*
Application Fee = \$100.00 per unit

WHAT THE TOWN STAFF PROVIDES

1. We provide free site visit(s) with a licensed Housing Inspector to look at your property and provide you with information on any needed upgrades before you commit to the program.
2. We provide Briefings & Support through every stage of the process of acquiring your Comprehensive Permit in the Accessory Affordable Apartment Program.
3. We provide free research of Town records to help build your case.
4. We assist you by assembling the application packet for your ZBA hearing.
5. We prepare and present Comprehensive Permit documents for your hearing.
6. We prepare and record your deed restriction for you at Barnstable Registry of Deeds.

Should you have any questions, do not hesitate to call the Program Coordinator at (508) 862-4743.