



## **Town of Barnstable Accessory Affordable Apartment Program Comprehensive Permit Application**

Approval of an Accessory Affordable Apartment Program (AAAP) Comprehensive Permit provides you with the zoning permissions necessary to create or maintain an affordable apartment unit on your property. Before applying for an AAAP Comprehensive Permit, you must have completed the Site Approval process. If you have *not* completed this process, please contact the Planning and Development Department, Anna Brigham at 508-862-4682.

Once you have a Site Eligibility Letter, you may apply for a Comprehensive Permit. The following provides a guide to the process of filing an application and receiving a Comprehensive Permit:

**Pre-Application Meeting with Town Staff at 200 Main Street**

It is strongly recommended that all applications be reviewed by the Planning and Development Department staff before being submitted to ensure a complete application submittal. Contact PDD Principal Planner Anna Brigham (located at 200 Main Street, Hyannis) at 508-862-4682 or [anna.brigham@town.barnstable.ma.us](mailto:anna.brigham@town.barnstable.ma.us) to set up a appointment to review the application, the process, and public notice requirements.

The following items are required for a complete Comprehensive Permit application. Failure to supply required information is sufficient reason for a denial of your request:

**Bring three (3) copies of the Application & Site Approval Letter to be time-stamped by Town Clerk (Town Hall, 367 Main Street)**

Submit three (3) completed Comprehensive Permit applications, each with a copy of your Site Approval Letter attached, to the Town Clerk's Office. The Clerk's Office will time and date stamp the applications. One (1) application must remain with the Town Clerk's Office and the other two (2) copies must immediately be filed with the Zoning Board of Appeals Office at 200 Main Street.

**File two time-stamped applications/letters with ZBA Staff at 200 Main Street.**

Along with the time-stamped application and attached site approval letter, you must submit the following:

**\$200 Deposit Check – Barnstable Patriot**

Submit a deposit check of \$200 payable to The Barnstable Patriot for the required published legal notice. You will be sent an invoice from the Barnstable Patriot for the legal ad, which you must pay. Once payment is received by The Barnstable Patriot, your deposit check will be returned to you by mail.

**Postage Stamps**

Postage stamps to cover the mailing of the public notices to abutters (first class/forever stamps) and for the notices of the Hearing Officer's decision via postcards (postcard stamps) are required. Before filing your application, contact the Planning and Development Department at 200 Main Street to determine the required number of stamps.

**\$150 Check for Recording Fees – Barnstable County Registry of Deeds**

Submit a check for \$150 payable to The Barnstable County Registry of Deeds for the required fees for recording the Comprehensive Permit and Regulatory Agreement once approved. *Please note that Rescissions are \$75.00.*

## **Process & Timeframe**

The Board will process the application as required by Massachusetts General Law Chapter 40B, Sections 20-23; 760 CMR Section 56.00: Comprehensive Permit; Low or Moderate Income Housing; the Board's adopted Comprehensive Permit Rules; and Chapter 9, Article II and Section 241-47.5(E) of the Barnstable Town Code:

- A public hearing on your application will be scheduled within 30 days of the submission of a completed application to the Town Clerk and Planning and Development Department, or such other time frame as mutually agreed upon.
- Accessory Affordable Apartment hearings are held either the second or fourth Wednesday of each month at 6:30 p.m. at Barnstable Town Hall, 367 Main Street, Hyannis, Second Floor Hearing Room.
- Notice of the public hearing must be published in the Barnstable Patriot and sent to abutting property owners at least two full weeks prior to the hearing date.
- You must be present at the public hearing on your application.
- At the hearing, the Hearing Officer may make a decision on your application or continue the application to a subsequent hearing if more information is necessary. A decision will be rendered within forty (40) days after closing the public hearing.
- A written copy of the decision is prepared by Town staff and submitted to the full Zoning Board of Appeals for review. The Zoning Board has fourteen (14) days to review the decision.
- After the fourteen day review period, Town staff files a copy of the decision with the Town Clerk's Office. There is an appeal period of 20 days from the date of filing. Any person aggrieved by the Hearing Officer's decision may appeal within that time period to the court as provided in M.G.L. c. 40A, § 17, or the applicant may appeal to the Housing Appeals Committee as provided in M.G.L. c. 40B, § 22.
- After the 20 day appeal period has elapsed, and if no appeal has been filed, the Town Clerk will certify the decision.
- PDD Staff prepares a Regulatory Agreement for signature by the homeowner and Town Manager.
- The certified decision and regulatory agreement are recorded at the Barnstable County Registry of Deeds or Barnstable Land Court Registry, as appropriate. PDD staff will record the certified decision and regulatory agreement and return a copy to the homeowner.

**Please review all application requirements and the review process prior to applying. Prior to submitting an application, you are encouraged to contact the Planning and Development Department, Anna Brigham, Principal Planner at (508) 862-4682 or [anna.brigham@town.barnstable.ma.us](mailto:anna.brigham@town.barnstable.ma.us).**



# Town of Barnstable Accessory Affordable Apartment Program Comprehensive Permit Application

Application is hereby made for the issuance of a Comprehensive Permit under the Town of Barnstable General Ordinances Chapter 9, Article II and MGL Chapter 40B, Sections 20-23 and the regulations promulgated thereunder:

Applicant Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant E-Mail \_\_\_\_\_

Applicant Mailing Address (if different than property address) \_\_\_\_\_

Town/State/Zip \_\_\_\_\_

**Property Information:**

Property Address \_\_\_\_\_

Assessor's Map/Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Number of Years Owned \_\_\_\_\_ Groundwater Overlay District \_\_\_\_\_

**Permit Type:**

Is this a transfer of a previously granted permit?  Yes  No      If yes, Permit Number: \_\_\_\_\_

**Property and Proposed Unit Type:**

a. Number of Accessory Affordable Apartment Units Proposed: \_\_\_\_\_

b.  Single-Family Property ..... OR .....  Multi-Family Property

c.  Existing/Converted Unit(s)..... OR .....  Newly Constructed Unit(s)

d.  Attached to/within main structure ..... OR .....  Detached from main structure

Proposed Number of Bedrooms in Unit(s): \_\_\_\_\_ Proposed Unit Square Footage(s): \_\_\_\_\_ sq.ft

**Brief Description of Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_