



Nantucket Planning Board

APPLICATION FOR A SECONDARY (2ND) DWELLING PERMIT

Date Submitted: _____ Fee Amount: _____

Applicant: _____

Mailing address: _____

Daytime phone number: _____ Fax: _____

E-mail Address: _____

Owner (if other than applicant): _____

Mailing address: _____

Signature of Property Owner(s) _____

Location of proposed secondary(2ND) dwelling:

Street Address: _____

Assessors Tax Map #: _____ Parcel #: _____

Size of Parcel: _____ Zoning District: _____

Secondary Dwelling # of Bedrooms: _____

Primary Dwelling # of Bedrooms: _____

Number of Parking Spaces required (*See Chapter 139-18 of the Bylaw*): _____

Number of Parking Spaces provided: _____

Does construction of the secondary dwelling require the approval of the Conservation Commission? (Y/N) _____ If yes, has the approval already been granted?(Y/N) _____

Please provide a brief description of the proposed second dwelling:

*****PLEASE DO NOT WRITE "SEE ATTACHED."*****

Town of Nantucket

Secondary Dwelling Checklist

(Application Revised August 28, 2020)

- ❖ Please note that all materials must also be submitted via email to mtrudel@nantucket-ma.gov and cancero@nantucket-ma.gov.

- ❖ **1- Page Application Form to the Planning Board for a Secondary Dwelling.**
The deadline for the application is two weeks before the Planning Board Meeting by 4:30 p.m. The Planning Board meets once a month the second non-holiday Monday of each month, check meeting schedule for months with Monday holidays. Applicants are strongly encouraged to attend the meeting; however, all applicants will be notified by mail of the Board's decision, unless the applicant requests to pick up the approval/denial letter in the office.

- ❖ **\$100.00 Application Fee Payable to the Town of Nantucket, this includes three (3) inspections;**
 1. To view site;
 2. Prior to Building Permit conditions; and
 3. Prior to the Certificate of Occupancy;

- ❖ **\$50.00 re-inspection**

- ❖ **Two (2) surveyed scale site plans no larger than 11"x 17", which identify the following:**
 - The entire site, including all property lines, existing structures, and zoning dimensions thereon;
 - Existing and proposed structures. The footprint of the dwellings shall be indicated on the surveyed scale site plan to ensure that one (1) of the two (2) dwellings is at least twenty (20) percent smaller in footprint than the other, and that the 10' secular separation is provided;
 - The road(s) which accesses(s) the site;
 - Existing driveways and any proposed modifications thereto, or the proposed driveway. The dimensions of the driveway shall be indicated on the surveyed scale site plan. Please note that if the driveway is shared with another property or crosses an abutting property, a copy of the recorded driveway easement will be required;
 - The existing or proposed construction of the driveway (i.e. dirt, gravel, shell, pavement, etc). Note that unpaved driveways connecting to paved roads will require the construction of a driveway apron pursuant to Zoning Bylaw section 139-20.1;
 - Existing and proposed parking spaces. All parking spaces should be a minimum of nine (9) feet by twenty (20) feet. One compact parking space is permitted per lot which shall be no smaller than seven (7) feet by seventeen (17) feet. All parking shall be dimensioned on the surveyed site plan.