



# TOWN OF ANDOVER

Community Development & Planning

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## **TOWN OF ANDOVER SITE PLAN REVIEW PROCEDURES FOR ACCESSORY DWELLING UNIT APPLICATIONS**

**NOW THEREFORE**, the Inspector of Buildings of the Town of Andover hereby establishes the following requirements for an application for a building permit for an Accessory Dwelling Unit (ADU) created through the provisions of MGL Chapter 40A, Section 3. It is the intent of these requirements to provide for an appropriate and timely review of proposals covered under MGL Chapter 40A, Section 3, and to ensure the application of reasonable regulations that would advance legitimate municipal interests without adversely affecting the operation or use of a proposal.

### **A. Site Plan:**

Site plans shall be submitted on 24-inch by 36-inch (24"X36") sheets. Multiple sheets may be used. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements of the State Building Code and the Andover Zoning By-Law are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of one-inch equals forty feet (1"=40'). A site plan shall show:

1. All boundary line information pertaining to the site, and existing and proposed topography at two-foot (2') contour intervals.
2. Existing and proposed buildings and structures, including fences, accessory buildings, and storage areas; the location of all structures within fifty (50) feet of the site boundaries.
3. Zoning District lot dimensions and setbacks.
4. Easements existing and proposed and restrictions on the property.
5. Wetlands.
6. Provisions for water.
7. Provisions for sanitary sewerage, including connection to municipal sewer service lines or on-site disposal.
8. Storm drainage facilities, including connections to municipal facilities, and on-site detention or retention facilities.
9. Parking, walkways, driveways, and other access and egress provisions. Access shall be sufficient to provide safe vehicular and pedestrian movement to and from the ADU.
10. Additional information as may be required by the State Building Code.

### **B. Interior Plans**

Interior Plans shall be prepared by a design professional to include the following information to determine compliance with the State Building Code:

1. Gross square footage of principle dwelling unit
2. Unit layout which includes a kitchen, bathroom, bedroom(s), living room, laundry (if applicable) or studio layout with square footages

3. Mechanical, Electrical & Plumbing Design
4. Light and unit ventilation
5. Sound Control
6. Two means of egress
7. Fire separation and rating
8. Smoke/CO
9. Ceiling height
10. Circulation
11. Location of building number

**C. Number of Plans, Narrative Reports and Documents to be submitted:** At least 5 copies of all plans, narrative reports and documents shall be submitted along with electronic copies of all plans and documents.

**D. Advisory Reviews, Comments and Recommendations:**

In order to make a complete analysis and evaluation of a proposal, and pursuant to the authority provided under the State Building Code, the Inspector of Buildings will require that appropriate advisory reviews of the site plans and other required documents and information be conducted through the Interdepartmental Review (IDR) process, and by the Zoning Board of Appeals. Upon receipt of an application the Inspector of Buildings shall cause to be distributed copies of all plans and documents submitted under these requirements. The Zoning Board of Appeals or its designee shall conduct its review and shall provide the Inspector of Buildings with a report which shall include any reasonable conditions recommended by the Board to be appropriate and in accordance with the provisions of MGL Chapter 40A, Section 3, and which are intended to advance the Town's legitimate concerns.