



## Summary of the Zoning Code, Section 295-67D(2)(b):

### Requirements:

1. Must provide complete housekeeping facilities for one family, including independent cooking, bathroom, and sleeping facilities, and must have separate access from other dwelling units.
2. The owner must occupy one of the dwelling units on the premises as a principal residence.
3. Minimum floor area of 300 square feet, and not more than 33% of the floor area of the principal dwelling (except by Planning Board approval).
4. Not more than two bedrooms.
5. One additional off-street parking space is required for the accessory apartment, or two spaces for a two-bedroom apartment.
6. Not permitted in a residence that houses one or more roomers or boarders.

### How is my accessory apartment approved?

1. Requires physical inspection by the Building Inspector, to ensure compliance with all applicable codes.
2. Requires a permit from the Planning Board, and a public hearing
3. Submit a site plan, dimensioned floor plan, location map, location of parking, location of ingress and egress.
4. The permit may be issued only to the owner-occupant.
5. Payment of applicable building department fees
6. Requires findings by the Planning Board that:
  - a. There will be no exterior changes that would alter the single-family character and appearance of the residence; and
  - b. The accessory apartment, and the total number of accessory apartments in the neighborhood, will not adversely affect the single-family character of the neighborhood (in terms of traffic, noise, congestion, appearance, etc.), at the discretion of the Planning Board.
7. "The Planning Board . . . shall have the authority to impose such reasonable conditions and restrictions as are consistent with the spirit and intent of the Accessory Apartment Law." (b)[2]

### Renewal/Change of Ownership:

1. Accessory apartment permits must be renewed every three years.
2. Requires inspection by the Building Inspector and notice to neighbors. If the Building Inspector determines that the accessory apartment is in compliance with all relevant codes, and there is no objection from neighbors, the permit will be renewed for an additional three years. If there is an objection, the Building Inspector may forward the application to the Planning Board for a public hearing.
3. An accessory apartment permit expires on change of ownership. The new owner has 60 days to reapply for a permit. Existing tenants may remain for 60 days, or longer if permit is extended.
4. Failure to obtain a permit is a violation, punishable by a fine of not less than \$1,000.



# Application for Accessory Apartment

Application is hereby made to the Village of Hastings-on-Hudson, NY, for the approval and issuance of a permit pursuant to Section 295-67D(2)(b) of the Zoning Code.

## Section 1:

(Please type or print in black ink)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARCEL ID: \_\_\_\_\_

DATE DWELLING PURCHASED: \_\_\_\_\_

DATE DWELLING OCCUPIED BY CURRENT OWNER: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_

## Section 2:

EXISTING ACCESSORY APARTMENT:      NEW CONSTRUCTION:

LOCATION OF PROPOSED APARTMENT:    PRINCIPAL BUILDING:      ACCESSORY BUILDING:

PRINCIPAL BUILDING (YEAR BUILT): \_\_\_\_\_ ACCESSORY BUILDING (YEAR BUILT): \_\_\_\_\_

FLOOR AREA OF PRINCIPAL BUILDING (SQ.FT.): \_\_\_\_\_

FLOOR AREA OF ACCESSORY BUILDING (SQ.FT.): \_\_\_\_\_

FLOOR AREA OF APARTMENT (SQ.FT.): \_\_\_\_\_

NUMBER OF APARTMENT BEDROOMS: \_\_\_\_\_

### Section 3:

I, the undersigned, as owner of the above-referenced property hereby make this application, and to the best of my knowledge and belief the statements contained herein are true. I will comply with the requirement of all Building, Electrical, Plumbing, Fire, Zoning and other codes of the Village of Hastings-on-Hudson and the laws of the State of New York. I also agree to permit the Building Official, any Building Inspector and any officer or employee of the Building Department to enter upon the premises without a search warrant.

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Signature of Applicant

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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Notary Public

## Section 4: Inspection Report

DATE APPLICATION RECEIVED: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_

REPORT OF INSPECTION:

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CODE COMPLIANCE?            YES    NO

WAIVER(S) REQUIRED?        YES    NO

IF YES, LIST WAIVERS REQUESTED:

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OFF STREET PARKING?        YES    NO

\_\_\_\_\_  
BUILDING INSPECTOR

## Section 5:

PLANNING BOARD HEARING DATE: \_\_\_\_\_

APPROVED:    DISAPPROVED:

PERMIT NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

CO ISSUE DATE: \_\_\_\_\_