



Town of Naples

Town Hall

15 Village Green Lane

P.O. Box 1757 • Naples, Maine 04055

(207) 693-6364

ACCESSORY APARTMENT REGISTRATION

PROPERTY OWNER NAME _____

APARTMENT ADDRESS _____

PHONE _____ EMAIL _____

APARTMENT LOCATION (circle one): main dwelling/addition above garage basement detached building

In order for registration to be complete, the property owner must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:

___ The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling. The wastewater disposal system on the property in question shall be functioning properly at the time of application. In addition the applicant must submit a new HHE-200 form as documentation that the existing system can support the addition of an accessory apartment.

___ The owner must occupy either the single family dwelling or the accessory apartment as his/her primary or legal residence is and will remain owner occupied.

___ The apartment will only be occupied by 1 family and will have only 1 bedroom.

___ The accessory apartment shall contain a maximum total floor area of six hundred (600) square feet.

___ There is only 1 accessory apartment on the property. Accessory apartments are only allowed on conforming lots.

___ Proper ingress and egress shall be provided to the accessory apartment. An entrance leading to a foyer with entrances leading from the foyer to the single family dwelling and the accessory apartment is permitted.

___ The accessory apartment shall have the same address number as the main dwelling, but shall refer to unit "B". Addresses must be located in a visible location on the street frontage side of the home. **(Attach photo)**

___ The property has one (1) off-street parking space shall be provided for the accessory apartment or as many parking spaces deemed necessary by the Code Enforcement Officer to accommodate the actual number of vehicles used by occupants of both the single family dwelling and the accessory apartment. There shall be no on-street parking associated with an accessory apartment. **(Attach photo)**

___ An interior access maintained between main dwelling and attached apartment, or sufficient egress is determined.

___ The accessory apartment will not be sold or detached by deed and will only be rented. No use, dimensional or other variances shall be granted for installation/construction of an accessory apartment.

___ A site plan showing property lines and dimensions, the location of existing buildings and building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meters is **attached hereto**.

___ A detailed floor plan showing rooms labelled with current or proposed uses is **attached hereto**.

___ The accessory apartment complies with all building codes in effect at the time of construction. All building corrections have been completed to meet building code requirements (inspection and fee may be necessary).

___ The following building and safety requirements are met, as shown on *the attached photos*:

___ Smoke detector in each bedroom

___ One smoke and CO Detector outside of bedrooms

___ Handrails (if applicable)

___ Stairs rise 7" and tread 11"

___ Kitchen and bathrooms GFCI and ARC fault

___ Guardrail above basement entrance, minimum 42" inches above grade level (if applicable)

APPROVED/DISAPPROVED

PERMIT # _____

DATED: _____

CODE ENFORCEMENT OFFICER SIGNATURE: _____

**State of Maine
Cumberland County, SS.**

I certify that the above information is true and correct. I understand that if the above is determined to be incorrect or incomplete, the Town may need to perform an inspection and/or undertake zoning enforcement procedures.

Signature: _____ Date: _____

Subscribed and sworn to this date: _____

Notary Public