



ACCESSORY APARTMENT APPLICATION

Planning & Neighborhood Services
PO Box 2430
Indian Trail, NC 28079
Telephone (704) 821-5401
Fax (704) 821-9045

Submittal Requirements

- Completed Application
- Letter of Intent
- Eight (8) Copies of Physical Survey/Site Plan of the Property (including accessory apartment)
- Architectural Rendering(s) of the Accessory Apartment, if applicable
- Fees associated with review (\$100)
- **A TECHNOLOGY FEE, 10% OF PERMIT FEE, WILL BE APPLIED TO THE TOTAL FEE.**

Applicant's Information

Name _____

Address _____

City _____ State _____ Zip _____

Subdivision Name (if applicable) _____ Lot # _____

Tax Parcel ID _____ Zoning Designation _____

Total Acres _____

Contractor Information (if applicable)

Contractor's Name & Business _____

Contractor's Address _____

Contractor's Phone _____ E-mail _____

Property Owner's Information (if applicable)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Use Information

Accessory apartments to be permitted in the Town must adhere to the following use requirements (*see UDO Section 710.070 for reference*):

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1. *Only one (1) accessory apartment is permitted on a residential lot.*
2. *Accessory apartments can be attached or detached on the same lot, so long as it is in compliance with the UDO for setbacks and lot coverage.*
3. *The primary home or accessory apartment shall be owner-occupied.*
4. *Accessory apartments are to be no greater than 50% of the primary home, or 900 square feet in size, whichever is smaller. Such uses shall also not exceed 25 feet in height, or the height of the primary home's roof surface, whichever is less.*
5. *For parking, accessory apartments shall do the following:*
 - a. *At least one (1) parking space shall be provided for an accessory apartment.*
 - b. *A minimum of three (3) parking spaces is to be provided on a residential lot, with two (2) spaces for the primary home and one (1) additional space for the accessory apartment.*
 - c. *An accessory apartment's parking shall be constructed of the same materials (i.e., asphalt, concrete, gravel, etc.) as the current lot's parking.*
6. *An accessory apartment shall follow these design requirements:*
 - a. *An accessory apartment's entrance shall not be oriented in any way as to face a public right-of-way.*
 - b. *If detached, then an accessory apartment shall be located behind the rear plane of the primary home.*
 - c. *Any current landscaping/screening for the lot must be shown, as additional landscaping/screening may be required by the Town as a part of the plan review.*
 - d. *Accessory apartments shall be constructed of the same building materials as the primary home.*
7. *Accessory apartments cannot be subdivided or separated in ownership from the primary home in any way.*
8. *Accessory apartments permitted by the Town must conform to all County, state, and federal building code requirements.*

Name of Subdivision** _____

***The Town encourages all residents starting an accessory apartment to check with the Home Owners Association (HOA) in their neighborhood prior to permitting from the Town. The Town of Indian Trail does not enforce the covenants, conditions and restrictions of individual subdivisions.*

I have read and understand the definition of an accessory apartment as described in the Town's Unified Development Ordinance (UDO) and will keep my accessory apartment use within these guidelines. I understand that this is to be used as an accessory apartment use only, and is not to be used for any other purpose whatsoever on my property, subject to the regulations and requirements of the Town's UDO. I further understand that if I do not adhere to the Town's UDO that it could result in a notice of violation, fines, and/or judicial remedies.

Applicant's Signature

Date

Print Applicant's Name

HOA Approval (if required)

Date

Printed Name of HOA President