

**Town of Blacksburg  
Planning and Building Department  
ACCESSORY APARTMENT PERMIT APPLICATION  
July 3, 2017**

Permit Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Accessory Apartments

The Accessory Apartment Program became effective July 1, 2017 and is regulated by Town Ordinance #1816 (Sections of the Zoning Ordinance). A permit is required. No occupation of an accessory apartment can occur until an application has been reviewed and a permit granted. Permits must be renewed annually.

Instructions

Please complete and submit this application to the Planning and Building Department at 400 S. Main St., Blacksburg, Virginia. Currently, all applications must be submitted in-person. Electronic submission will be available this fall. After you submit your application, a staff member will be assigned to review your application, and will contact you within two business days. The staff contact will work with you during the process and schedule the in-house visit which is required prior to issuance of a permit.

Deed Restrictions

A deed restriction is required to be recorded to establish an accessory apartment. A sample deed restriction will be provided to you by the staff contact. The deed restriction form must be completed and returned to the Planning and Building Department along with a check made payable to Montgomery County Circuit Court, in the amount of \$27.00 to be used to pay the filing fee. After confirming that the form has been filled out correctly, Town staff will record the Declaration of Restrictive Covenant. A copy will be provided to you with the final Accessory Apartment Certificate.

Other Permits Needed

If you are planning any changes to your home for the accessory apartment please contact the Building Division at 540-443-1325 first to determine if building permits are needed for the work you plan to have done. If you plan to add any parking to your lot, (not required for the accessory apartment), you will need a zoning permit.

For general information on the Accessory Apartment Program please call us at 540-443-1300.

**PART I – APPLICANT AND PROPERTY INFORMATION**

Applicant Name: \_\_\_\_\_  
(applicant must be the property owner or have legal authority to represent the property owner)

Property Ownership as shown on Montgomery County Property Records (all owners must be listed below):

\_\_\_\_\_

Street address of property: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Zoning district: \_\_\_\_\_

Preferred contact phone number: \_\_\_\_\_

Preferred email contact: \_\_\_\_\_

Type of Accessory Apartment:

- a. ground level: part of existing house
- b. ground level: attached new construction
- c. basement
- d. above attached garage (attached garage only)

**PART II – REQUIRED MATERIAL**

**THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED**

1. Attach a property sketch to include the following:
  - a. lot lines and location of all existing and proposed structures with square footage of each listed and setbacks from property lines.
  - b. square footage of accessory apartment.
  - c. room layout of the accessory apartment.
  - d. location of existing off-street parking spaces.
  - e. location off-street parking space(s) for accessory apartment *if additional parking is proposed.*
  - f. location of entry to accessory apartment.
2. Attach a description of any interior alterations planned for the accessory apartment.
3. Accessory apartments are subject to the installation of universal design features based on the type of improvements proposed for the apartments:
  - a. All apartments must have universal design door handles (lever handles as opposed to knobs)

- b. New construction: zero step entry (unless the accessory dwelling is located in a basement or above a garage)
- c. New construction: 36" entry doorways
- d. New construction: A bedroom, bathroom, and kitchen on one floor
- e. New construction: minimum 34" hallways
- f. New construction: zero step or low step shower

3. If an addition to the home is proposed, attach a detail of the design of the accessory apartment and relationship to the existing residence (i.e., trim, roof pitch, height, finish material). Pictures or elevation drawings are recommended for this requirement.

4. Attach building permit application or zoning permit application, if needed.

**Part III - CHECKLIST**

Complete the checklist below by filling in the spaces in the right hand column. This will ensure that you have all of the information needed for the Town to approve your application and verify that you are agreeing to continued compliance with all of the program requirements.

	<b>REQUIREMENT</b>	<b>TO BE COMPLETED BY APPLICANT</b>
1	Fee to be paid upon application submittal. This fee does not include building permit fees. Please speak with a Planner to understand all fees involved.	No fee for application received by 9/1/17
2	Accessory Dwellings are permitted in the following zoning districts: RR-1, RR-2, R-4 You can check the zoning of your property at: <a href="http://www.webgis.net/va/Blacksburg">http://www.webgis.net/va/Blacksburg</a> (type in your address and turn on the zoning layer)	Zoning District of property: _____  Zoning Confirmed <input type="checkbox"/> ____ Initial
3	A house on a lot of record may have only one accessory apartment.	Confirmed <input type="checkbox"/> ____ Initial
4	The accessory apartment shall not exceed 800 square feet in area.	Confirmed <input type="checkbox"/> ____ Initial
5	The accessory apartment shall be clearly secondary and accessory to primary unit and shall not change its character as a detached single family residence.	Confirmed <input type="checkbox"/> ____ Initial
6	The principal home or the accessory apartment shall be owner occupied. For the purposes of this section an owner is defined as the individual listed on the deed for the property and must own 50% or more of the property. The property shall be the owner's permanent and principal residence.	Confirmed  I agree <input type="checkbox"/> ____ Initial

7	The listed owner must reside on the premises for nine calendar months cumulatively in the year. Please read the ownership information carefully. No exceptions are allowed as owner residency is a key component of the program.	I agree <input type="checkbox"/> ____Initial
8	The owner shall file a certification of owner-occupancy with the Planning and Building Department prior to the issuance of the permit to establish an accessory apartment and shall record a deed restriction.	I agree <input type="checkbox"/> ____Initial
9	The total number of persons who may occupy the principal home and the accessory apartment shall be figured <u>cumulatively</u> including both the primary home and the accessory apartment. The occupancy limit is a family plus one unrelated person or a total not to exceed three (3) unrelated persons. A family is defined as one or more persons related by blood, marriage, domestic partnership, adoption, or under approved foster care.	I agree <input type="checkbox"/> ____Initial
10	Any property with an accessory apartment under the Accessory Apartment Registration Program <u>may not rent the primary home or the accessory apartment for Homestay purposes at any time</u> (refer to Town Code Chapter 6, Article VI for information on the town's Homestay regulations). Homestay includes the use of online rental platforms such as AirBnb, Homeway, Craigslist, etc.	I agree <input type="checkbox"/> ____Initial
11	The owner of an accessory apartment shall file an owner's verification of occupancy with the Planning and Building Department no later than April 1 of each subsequent year. Any person that falsely certifies that he or she resides in a unit at the stated address to satisfy the requirements of this section shall be subject to the violation provisions of Section 1271(j) of the Zoning Ordinance.	I agree <input type="checkbox"/> ____Initial
12	Applicants shall be subject to the violation provisions of Section 1271(j) of the Zoning Ordinance if: a. the accessory apartment is substantially altered and is no longer in conformance with the plans/permit approved by the planning director or the building official; or b. the applicant does not comply with the owner occupancy requirements.	I agree <input type="checkbox"/> ____Initial
13	The accessory apartment permit shall be void if the applicant ceases to own the property.	I agree <input type="checkbox"/> ____Initial

**Applicant Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_