

# CREATE AN ACCESSORY DWELLING UNIT IN PORTSMOUTH

## PLAN

- IDENTIFY YOUR NEEDS AND WANTS FOR YOUR POTENTIAL ADU
- ↓ ASSESS DESIGN AND CHARACTER OF YOUR HOME AND PROPERTY TO IDENTIFY PREFERENCES FOR LAYOUT AND LOCATION(S)
- ↓ REVIEW CITY'S ADU STANDARDS
- ↓ ATTEND AN INFORMAL MEETING WITH PLANNING DEPARTMENT STAFF TO DISCUSS YOUR POTENTIAL ADU EXPLORE OPTIONS, AND TO IDENTIFY ANY CONCERNS PRIOR TO DESIGN AND APPLICATION

## DESIGN

- IF YOU CHOOSE, ENGAGE WITH DESIGN PROFESSIONAL(S) AND/OR CONTRACTOR THAT WILL ASSIST IN DESIGN, PERMITTING AND CONSTRUCTION OF YOUR ADU
- ↓ DOCUMENT DESIGN AS REQUIRED
  - ARCHITECTURAL FLOOR PLANS AND ELEVATIONS
  - SITE ENGINEERING DRAWINGS
  - PHOTOGRAPHIC IMAGES

## APPLY

- CREATE AN ONLINE USER ACCOUNT AT [PLAN PORTSMOUTH/LAND USE APPLICATION/APPLY](#)
- ↓ COMPLETE A LAND USE APPLICATION FORM AND PAY ANY REQUIRED FEE(S)
- ↓ PLANNING DEPARTMENT STAFF REVIEWS APPLICATION AND DETERMINES IF APPROVABLE AS EITHER A:
  - ADMINISTRATIVE APPROVAL
  - CONDITIONAL USE PERMIT
- ↓ PLANNING DEPARTMENT COORDINATES WITH YOU ON NEXT STEPS TO PERMIT THE ADU

## REVIEW

- **ADMINISTRATIVE APPROVAL:**
- ↓ **ATTACHED ADU:** ≥ 750 SQ. FT. GROSS LIVING AREA (G.L.A.), ENTIRELY WITHIN SINGLE-FAMILY DWELLING, AND IS IN CERTAIN ZONE DISTRICTS
- OR **DETACHED ADU:** ≥ 600 SQ. FT. (G.L.A.), ENTIRELY WITHIN EXISTING ACCESSORY BUILDING THAT COMPLIES WITH DIMENSIONAL STANDARDS, AND IS IN CERTAIN ZONE DISTRICTS
- ↓ SAME OWNERSHIP, 1 PARKING SPACE, AND (IF ATTACHED) INTERIOR DOOR CONNECTION ARE REQUIRED
- ↓ NOTICE OF APPLICATION POSTED FOR 30-DAYS ON PROPERTY THAT CAN BE SEEN FROM ADJACENT PUBLIC WAYS
- ↓ ADMINISTRATIVE REVIEW AFTER 30-DAY PERIOD
- ↓ PLANNING DEPARTMENT ISSUES CONDITIONS OF APPROVAL LETTER AND HAS IT RECORDED AT ROCKINGHAM REGISTRY OF DEEDS

- **CONDITIONAL USE PERMIT:**
- ↓ **ATTACHED ADU:** ≥ 750 SQ. FT. GROSS LIVING AREA (G.L.A.), EXPANSION OF SINGLE-FAMILY DWELLING, AND IS IN CERTAIN ZONE DISTRICTS
- OR **DETACHED ADU:** ≥ 600 SQ. FT. G.L.A., ENTIRELY WITHIN, OR EXPANSION OF, EXISTING ACCESSORY BUILDING NOT COMPLYING TO DIMENSIONAL STANDARDS, AND IS IN CERTAIN ZONE DISTRICTS
- OR **DETACHED ADU:** ≥ 750 SQ. FT. G.L.A. IN EXISTING ACCESSORY BUILDING THAT COMPLIES WITH DIMENSIONAL STANDARDS, AND IS IN CERTAIN ZONE DISTRICTS
- OR **DETACHED ADU:** ≥ 750 SQ. FT. G.L.A. IN NEW BUILDING (VARIANCE REQUIRED IF NOT COMPLIANT WITH DIMENSIONAL STANDARDS), AND IS IN CERTAIN ZONE DISTRICTS
- ↓ SAME OWNERSHIP, 1 PARKING SPACE REQUIRED
- ↓ IF VARIANCE IS REQUIRED, A NOTICED BOARD OF ADJUSTMENTS PUBLIC HEARING IS FIRST
- ↓ NOTICED PLANNING BOARD PUBLIC HEARING
- ↓ PLANNING DEPARTMENT ISSUES CONDITIONS OF APPROVAL LETTER AND HAS IT RECORDED AT ROCKINGHAM REGISTRY OF DEEDS

## APPROVAL

- PLANNING DEPARTMENT COORDINATES WITH YOU ON FINAL APPROVALS AND NEXT STEPS
- ↓ PLANNING DEPARTMENT STARTS EVALUATION OF ADHERENCE TO CONDITIONS OF APPROVAL
- ↓ YOU COMPLETE A REQUIRED [AFFIDAVIT OF OCCUPANCY](#) AND RETURN ORIGINAL TO PLANNING DEPARTMENT
- ↓ PLANNING DEPARTMENT RECORDS AFFIDAVIT AT ROCKINGHAM REGISTRY OF DEEDS
- ↓ PLANNING DEPARTMENT ASSIGNS AN ADU NUMBER

## CREATE

- YOU FILE BUILDING PERMIT APPLICATION ONLINE AT THE [INSPECTION SERVICES DEPARTMENT](#)
- ↓ PAY ANY REQUIRED FEE(S)
- ↓ START CONSTRUCTION AND REQUEST BUILDING INSPECTIONS ONLINE
- ↓ OBTAIN FINAL INSPECTION SIGN-OFFS FROM INSPECTION DEPARTMENT
- ↓ PLANNING DEPARTMENT ISSUES ACCESSORY DWELLING CERTIFICATE OF USE
- ↓ INSPECTION SERVICES DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY FOR YOUR ADU