



TOWN OF PETERBOROUGH

OFFICE OF COMMUNITY DEVELOPMENT
Code Enforcement & Zoning Administration

One Grove Street
Peterborough, NH 03458

(603) 924-8000 x104
CEO@PeterboroughNH.Gov

Accessory Dwelling Unit (ADU) Application Instructions

(Zoning regulation Chapter 245, section 24.1)

1. Please complete the application provided on the page 2.
2. Please complete the Memorandum of Adequate Notice on page 3.
 - a. The memorandum will need to be notarized and signed in front of the notary. Proper identification will be needed and a fee may be charged.
3. When completed, please submit the forms to the Code Enforcement Officer along with the fee.
4. The following fees apply and may be subject to changes by the HCRD:
 - a. Town application fee of \$25.00
 - b. HCRD recording fee of \$10.00
 - c. HCRD document surcharge of \$2.00
 - d. HCRD postage \$0.49Total of \$37.49 payable to the Town of Peterborough.



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Accessory Dwelling Unit (ADU) Application

(Zoning regulation Chapter 245, section 24.1)

scan

Property Owner and Address

Name: _____

Address: _____
number street

Parcel Number: _____

Phone: _____ Email: _____

Principal Living Unit and ADU Information

The ADU is: Attached Detached

The Principal Living Unit is described as: _____

The ADU is described as: _____

I hereby state that the ADU is a minimum of 400 square feet. (please initial) _____

I hereby state that the ADU is no larger than:

750 square feet (please initial) _____, or

30% of the gross living area of the principle unit (please initial) _____

A plot and floor diagram is attached that show:

1. The principal living unit floor plan and its living space in square feet.
2. The ADU and its living space in square feet.
3. A minimum of three off-street parking spaces.

The owner's Principal Place of Residence, where the owner will be domiciled and have a place of abode, will be (please check only one):

- The ADU
 The principal living unit



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Memorandum of Adequate Notice to Record an Accessory Dwelling Unit (Chapter 245, section 24.1)

Property Address: _____
number *street*

Book #: _____ Page #: _____

The Principal Living Unit is described as: _____

The Accessory Dwelling Unit is described as: _____

I hereby certify that I am the owner of the property, the accessory dwelling unit will be no larger than 750 square feet or 30% of the gross living area of the principal living unit, and that my principal place of residence, where I will be domiciled and have a place of abode, will be:

- The Principal Living Unit
- The Accessory Dwelling Unit

I acknowledge that this form will be recorded at the Hillsborough County Registry of Deeds at my expense.

Signature of Owner

Owner Name (print)

Date