



# Caroline County MARYLAND

DEPARTMENT OF PLANNING & CODES

HEALTH & PUBLIC SERVICES BUILDING  
403 S. 7<sup>TH</sup> STREET, SUITE 210  
DENTON, MD 21629-1335  
Tel: 410.479.8100  
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## ACCESSORY DWELLING APPLICATION FOR 30-DAY OBJECTION PROCEDURES

One accessory dwelling unit that is not a mobile home, shall be permitted on any lot approved for a single-family dwelling, provided that all of the following conditions are met:

- No property owner whose property line is within 500 feet of the applicant's property line objects, in writing, within 30 days of receiving notice. The Department will send the notices by certified mail, return receipt requested. If an objection is received, then the applicant may apply to the Board of Zoning Appeals for a special use exception within six months of the end of the objection period. If no objections are received, then the applicant must obtain a building permit within one year of the end of the objection period.
- The accessory dwelling unit shall be located within the principal dwelling or in an accessory structure. The total habitable area of the accessory dwelling shall be at least 400 square feet and shall not exceed 1,000 square feet. Habitable area does not include open, unenclosed porches, platforms, patios, decks, basement or attic storage spaces or attached garages. In addition, the total area of the accessory dwelling shall not be larger than 50% of the total area of the principal dwelling.
- Accessory dwelling units shall be located in a side or rear yard within the building envelope, no closer to the front lot line than the principal dwelling, and not more than 100 feet from the principal dwelling if located in a detached accessory dwelling.
- Accessory dwelling units shall appear subordinate to the principal dwelling and shall not substantially detract from the single-family residential characteristics of the property by size, location, design or appearance. An existing building may be converted to contain or become an accessory dwelling unit only if the existing building is at least five (5) years old.
- The principal and accessory dwellings shall remain in common ownership and shall not be subdivided from each other nor have separate water and sewerage facilities from the principal dwelling. Either the principal dwelling or the accessory dwelling shall be the residence of the property owner.

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Type:  Attached  Detached  Conversion of Existing Building

Grid: \_\_\_\_\_ Principal Dwelling Total Square Footage: \_\_\_\_\_

Parcel: \_\_\_\_\_ Accessory Dwelling Habitable Area Square Footage: \_\_\_\_\_

Lot: \_\_\_\_\_ Accessory Dwelling Total Square Footage: \_\_\_\_\_

All **postage costs** (\$2.00 each letter, plus cost to send mail certified, return receipt) must be paid prior to the mailings and will be **invoiced separately** once it is determined how many notifications are required.

Print Name (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_