



TOWN OF NORFOLK

Town Clerk's Office

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056
Office: 508-641-0929 Fax: 508-541-3363

Carol Greene
Town Clerk

Rebecca Tefft
Assistant Town Clerk

May 15, 2025

I hereby certify that pursuant to the Warrant for the Annual Town Meeting held on Wednesday, the 14th day of May 2025 the advisory board recommended and the Town passed by majority vote:

ARTICLE 21

Submitted by the Planning Board

To see if the Town will vote to amend the Norfolk Zoning Bylaws, § 310-2.1 Definitions and word usages; new section § 310-6.15 Accessory dwelling units; and § 310-4.2 Schedule of Use Regulations Attachment 1; by adding the following text in bold, and deleting the following text in strikethrough; or take any other action in relation thereto.

§ 310-2.1 Definitions and word usage

Accessory dwelling unit

A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same lot as a principal dwelling, subject to otherwise applicable dimensional and parking requirements, that: (i) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress; (ii) is not larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller; and (iii) is subject to such additional restrictions as may be imposed by the Town of Norfolk, including, but not limited to, additional size restrictions and restrictions or prohibitions on Short-term Rental. An Accessory dwelling unit may be attached to the principal dwelling or detached as a standalone structure that is clearly subordinate to the principal dwelling .

§ 310-6.15 Accessory dwelling units

- A. Purpose. To provide additional rental income for property owners, which can help offset maintenance, repair costs and other rising costs. To provide for moderate and low-cost housing opportunities for adult children and other relatives to remain in their community. Provides long-term options for seniors either as an opportunity for caregivers to live close by or to downsize while remaining in their community. Provides accessible housing to seniors or persons with medical needs or disabilities and their care givers. To make housing units available to moderate income households and to employees of local businesses who might otherwise have difficulty finding homes within the town.
- B. Use and dimensional requirements.
 - (1) Accessory dwelling unit shall not be used as Short-term Rental units as defined in MG L. c. 64G, § 1, meaning periods of occupancy of 31 days or less.
 - (2) Accessory dwelling unit shall remain Accessory to the principal dwelling on the lot and shall not be in separate ownership from the person or entity that owns the principal dwelling.
 - (3) One Accessory dwelling unit is allowed by-right per lot.
 - (4) A special permit is required for the use of land or structures in a single-family residential zoning district for more than one (1) Accessory dwelling unit. There should be an additional 10,000 sq. ft. of land for any additional Accessory dwelling unit beyond one and beyond what is required for the land area for the principal dwelling with a maximum of two (2) Accessory dwelling units.
 - (5) An Accessory dwelling unit shall be no larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller.
 - (6) The Accessory dwelling unit shall comply with all of 310-5.1.B. Basic requirements in the zoning district in which the Accessory dwelling unit will be located.



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(7) No additional parking space shall be required for an Accessory dwelling unit within 0.5-mile radius of a Transit Station. One private off-street parking space shall be required for use by occupants of each Accessory dwelling outside of 0.5-mile radius of a Transit Station. A waiver of this requirement may be granted by the Planning Board if occupancy or other circumstances indicate the need for one private off-street outside of 0.5-mile radius of a Transit Station is not needed. The applicant shall provide proof they are within 0.5-mile radius of a Transit Station not needing one off-street parking space or provided one private off-street parking space.

(8) In the case of corner lots or through lots, Accessory dwelling unit must comply with Section 310-5.2.B. Modifications.

C. Design requirements.

(1) The Accessory dwelling unit shall not be located closer to the front lot line than the principal dwelling. Accessory dwelling unit is not permitted in front yard setback.

(2) The construction of a detached Accessory dwelling unit, the addition to an existing Accessory structure, or renovations to the principal dwelling must meet State Building Code, Title 5 of the State Sanitary Code and other local bylaws and regulations that are applicable to single family dwellings.

(3) An Accessory dwelling unit shall be supplied with potable water.

(4) Any new impervious surfaces shall be recharged into ground.

(5) Accessory dwelling unit shall use existing driveway to access the unit. If a new driveway is needed for an Accessory dwelling unit a permit is required in accordance with Article II Access to Public Streets §272-3.

D. Site plan review

(1) Any person desiring approval of a detached Accessory dwelling unit or attached Accessory dwelling unit that expands the principal dwelling footprint shall submit for Site plan review to the Planning Board. The Planning Board shall consider screening, parking, and bulk and height of the Accessory dwelling unit in their decision.

(2) The site plan shall be prepared in accordance with Section 310-6.15 D (4). An applicant shall prepare plans for the Planning Board with reasonable documentation for the Accessory dwelling unit including; a site plan showing the lot and its location; the existing principal dwelling and any structures on the property; and proposed additions that will change the footprint of the principal dwelling unit; driveways and parking areas and other permanent lot features; floor plans of the existing house and proposed Accessory dwelling unit; elevations principal dwelling for any addition or exterior alteration; documentation for provisions for septage, stormwater, and potable water supply. An appropriate filing fee will be required for the submission. For as-of right Accessory dwelling unit, the Board shall consider the request at a public meeting within 30 days of a completed application submittal.

(3) The Planning Board shall notify owners of properties directly abutting the site or directly across a street or way from the site by regular mail postage prepaid on a certified abutters list from the Board of Assessors, but no public hearing need be held on the application. The Planning Board shall require a filing fee in an amount to reimburse the Planning Board for its administrative costs in processing the application. A decision shall be rendered and filed with the Town Clerk within 14 days of the close of the public meeting.

(4) For a second Accessory dwelling unit on the lot, it shall be permitted by special permit, the applicant shall prepare documentation as indicated above along with an appropriate filing fee. The Planning Board, within sixty-five days of submission of the plan, shall hold a public hearing, notice of which shall be published in a local newspaper once in each of two successive weeks with the first publication to be not less than fourteen days before the date of the hearing, and shall be mailed to all "parties in interest" as defined in MGL, c. 40A, § 11, and to any other property owners



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deemed by the board to be affected thereby. Notice shall be given by the Planning Board regular mail postage prepaid. The list of persons to be notified shall be prepared by the applicant and on a certified abutters list from the Board of Assessors .

- (5) The site plan shall be prepared by a MA Licensed Land Surveyor who shall include a wet stamp affixed to the plan including an original handwritten signature and discipline adjacent to and below the licensee's seal, plan scale of 1inch equals 40 feet, property lines, required setbacks, lot coverage, building height, wetlands, driveway, parking area, above and below ground utilities, septic systems, private wells, adjacent streets, North arrow, location of all buildings on the property and their distance to property lines, buildings on abutting properties, names of owners of all abutting properties, driveways, septic systems, private wells and utilities.

§ 310-4.2 Schedule of Use Regulations Attachment 1

Town of Norfolk Schedule of Use Regulations

	R(1,2,3)	B-1	B-3	B-4	C-1 ON Hwy	C-1a OFF Hwy	C-1b OFF Hwy	C-1c OFF Hwy	C-1d OFF Hwy	C-3	C-4	C-5	C-6
Residential Uses													
Accessory Dwelling Unit	Yes	No	Yes	Yes	No	No	No	No	No	No	No	No	No
2 Accessory Dwelling Units	SPPB	No	SPPB	SPPB	No	No	No	No	No	No	No	No	No

True copy attest:

 Carol Greene
 Town Clerk