



Affidavit of Ownership for Accessory Apartment Renewal

I, _____, being duly sworn, depose and say the following:

1. I am the owner of the premise located at _____ in the Town of Monroe. **Section:** _____ **Block:** _____ **Lot:** _____
2. That said dwelling is owner occupied as my principle domicile.
3. I am aware that the Town Zoning law Chapter 57 requires the following:
 § 57-44 (4) (b) - It shall be a condition of the accessory apartment permit, whether or not specifically incorporated therein, that:

[1] The owner shall maintain the accessory apartment use in conformance with the requirements of this Section and all applicable provisions of the Uniform Fire Prevention and Building Code, including, but not limited to, the Property Maintenance Code of New York State; and

[2] – “The accessory apartment permit shall be valid for a period of one year from the date that a certificate of occupancy is issued for the accessory apartment, and that it shall be automatically renewed annually by the Building Inspector upon submission by the record owner of an annual certification for renewal to be provided by the Town, attesting that the principal single-family dwelling is maintained as the owner’s domicile; and payment of a renewal fee, in such amount as established by resolution of the Town Board, provided by the Building Inspector determines such use has been maintained in accordance with all requirements herein and any applicable conditions of approval.

§ 57-44 (5) – Transfer of title. Within 60 days after the record owner transfers title to premises for which an Accessory Apartment permit has been granted for an accessory apartment, the new record owner shall provide such evidence to the Building Inspector as may be necessary to demonstrate that the principal residential structure is occupied by the new record owner in accordance with §57-44 A (2) (e) of this section.

§ 57-44 (7) Inspections. I shall agree and acknowledge, to the Town of Monroe the understanding that, should the parcel be sold, the Building Inspector is authorized to conduct a site visit to verify that the accessory apartment is in compliance with the conditions of the Accessory Apartment permit issued for the property. The Building Inspector, or a duly authorized designee of the Building Inspector, may perform a fire, safety and property maintenance inspection of the accessory apartment upon request of the owner of the property to be inspected or an authorized agent of such owner or the occupant.

X _____
(Signature of Owner)



State of New York, County of _____ this document was signed and acknowledged before me on the _____ day of _____, _____ (day) (month) (year).

(Notary Signature)