

TOWN OF BAYSIDE  
P. O. BOX 194  
909 FIRST ST.  
BAYSIDE, TX. 78340

**OFFICE USE ONLY**

PERMIT # \_\_\_\_\_

FEE PAID:\$ \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**SPECIAL USE PERMIT**

**APPLICATION FOR ACCESSORY GUEST DWELLING UNIT**

NAME OF PROPERTY OWNER(S): \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
SITE ADDRESS: \_\_\_\_\_  
LOT: \_\_\_\_\_ BLOCK OR FARM TRACT: \_\_\_\_\_ TAX PARCEL NUMBER: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ESTIMATED COST OF PROJECT: \$ \_\_\_\_\_  
SQUARE FEET OF UNIT: \_\_\_\_\_ SQ.FT. MAIN DWELLING: \_\_\_\_\_ SQ.FT.  
BUILDING HEIGHT: \_\_\_\_\_ ft. LOT SIZE \_\_\_\_\_

Guest Houses are living quarters of a permanent type of construction without kitchen or cooking facilities. A guest or servant quarters is permitted in a residential district for the sole use and occupancy of a member of the immediate family, guest, or of a person or persons employed on the premises by the occupant on a full-time basis as domestic help such as a maid, nanny/governess, groundskeeper, chauffeur, cook or gardener, but not involving the rental of such facilities or the use of separate utility connections for such facilities.

No Guest Dwelling Unit may be erected without a building permit. It is unlawful for any person to construct an accessory dwelling except in conformance with the following requirements:

- Servant's quarters or guest quarters attached or detached from the primary residential unit must meet all setback and building code regulations and utilities must be connected to the main building. Size requirements shall be not less than three hundred (300) square feet living area or more than six hundred (600) square feet.
- No such accessory dwelling or quarters shall be used or occupied as a place of abode or residence by anyone other than a bona fide caretaker, servant or farm worker actually and regularly employed by the land owner or occupant of the main building, or is a guest or family member of the owner/occupant.
- Only one (1) accessory dwelling unit, including a garage accessory dwelling, servants/caretakers quarters, shall be allowed on any lot within a residential zoning district, and they shall be clearly incidental to the primary use. Guest or servant dwellings may not, in any case, be leased or sold without a main building or have a separate electrical meter, water meter or sewer connection nor used for commercial purposes.
- Guesthouse Accessory living quarters that provide temporary accommodations for guests of the principal household but not involving the rental of such facilities or the use of separate utility connections for such facilities. A guesthouse may not include cooking facilities.
- Accessory units may not be subdivided or otherwise segregated in ownership from the primary residence structure. These accessory living structures shall have the same address as the principal dwelling and shall not have a separate address. Manufactured homes, travel trailers, and recreational vehicles are not allowed as guest dwelling units.
- Lots/parcels may be deed restricted to combine lots to form one building lot if the accessory structure is to be located on a lot without a main structure. In such cases, the designated lots/parcels shall be duly platted and evidenced in the public records by a deed showing a single

legal description in the office of the Refugio County Recorder before a building permit may be issued. If combined lots/parcels have two or more different zoning designations, the uses and regulations of the most restrictive zone will apply. Once two or more Lots have been so combined to form a combined Lot, they shall remain as such and the Owner thereof shall not be permitted at any time to rent, sell or otherwise transfer or convey less than all of such Combined Lot.

**Agreement:**

I/we hereby authorize the City Officials of the Town of Bayside to inspect the premises, which are the subject of this Permit application and consent to periodic inspections whenever necessary to enforce any of the provisions of this Agreement and the Town of Bayside Zoning Ordinance; and

I /We, hereby accept the conditions of approval for an accessory guest dwelling unit to be located on the property specified within this agreement; and

That occupancy of the accessory guest dwelling unit shall be in compliance with the provisions of the Town of Bayside Zoning Ordinance (not to be used as a rental unit); and

I/we fully understand any violation of building code, local laws and ordinances may result in any special use permit issued to me/us becoming null and void; and

I/we fully understand that this application as required by the city shall be filed as a deed restriction with the (County) Department of Records to indicate the presence of the Guest Dwelling Unit, the requirement of owner occupancy, and other standards for maintaining the unit. The registration shall also require any owner of the property to notify a prospective buyer of the limitations of this Permit.

I/we swear and affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Print name of owner(s)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**Please provide proof of ownership (provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)**

**FEE: \$50.00    No Refund**

<p><b>*OFFICE USE ONLY*</b></p> <p><b>Required:</b></p> <p><input type="checkbox"/> BUILDING PERMIT APPROVED</p> <p><input type="checkbox"/> ALL PERMIT FEES PAID</p> <p><input type="checkbox"/> FINAL INSPECTION APPROVED</p> <p><input type="checkbox"/> PROOF OF OWNERSHIP</p>	<p>SETBACK: ____APPROVED ____DENIED</p> <p>SITE INSPECTION DATE: _____</p> <p>PERMIT: ____APPROVED ____DENIED</p> <p>_____ City Official</p> <p>_____ Date</p>
--	--