

**TOWN OF BOXFORD
ZONING BOARD OF APPEALS**

Time Stamp by Town
Clerk's Office

APPLICATION FOR:

- ☐ SPECIAL PERMIT/APPEAL OF INSPECTOR OF BUILDINGS (\$500.00)
☐ VARIANCE (\$550.00)
☐ 40B COMPREHENSIVE PERMIT \$500.00 plus \$50.00 per individual unit
☐ 40B COMPRESHENIVE PERMIT \$250.00 plus \$25.00 per individual unit for
Local Initiative Program

NOTE TO CLERK:
DO NOT STAMP
WITHOUT INSPECTOR
OF BUILDINGS
APPROVAL

NO APPLICATION (EXCEPT FOR AN APPEAL OF THE INSPECTOR OF BUILDINGS) WILL BE ACCEPTED UNLESS EACH AND EVERY ITEM LISTED ON THE LAST PAGE OF THIS APPLICATION IS INCLUDED IN THE SUBMISSION. IF EACH AND EVERY ITEM IS NOT PROVIDED, YOUR APPLICATION MAY EITHER BE RETURNED TO YOU OR DENIED AT THE TIME OF THE HEARING FOR INCOMPLETNESS AND YOUR PROJECT WILL BE DELAYED.

Cases will be scheduled for a ZBA hearing only if your application has been (1) reviewed by the Inspector of Buildings, (2) time-stamped by the Town Clerk's Office, and (3) returned to the Building Department. **The Town Clerk office will not time-stamp your application without Certification by the Inspector of Buildings**

For Office Use Only

CERTIFICATE OF COMPLETENESS

Must be signed by the Inspector of Buildings prior to
Town Stamp

Inspector of Buildings Signature Date

For Office Use Only

Building Permit Denied _____
Reason Denied _____
Date Initial ZBA Application Received _____
Date of Inspector's Review _____
Date Returned to Applicant _____
Reason for return _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER'S NAME _____

PROPERTY ADDRESS _____ MAP/BLOCK/LOT ____/____/____

PROPERTY OWNER'S MAILING ADDRESS _____

PROPERTY OWNER'S PHONE NUMBER: _____ PROPERTY OWNER'S E-MAIL _____

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PROJECT PLANS REQUIRED FOR ALL APPLICATIONS

SITE PLAN--One (1) full size sets and four (4) copies (no larger than 11"x 17") drawn to not less than 1" = 20' scale and showing:

- ☐ a north arrow
- ☐ the name of the owner(s) and the street address of the property
- ☐ the name and address of person preparing the plan and the date of the plan
- ☐ Licensed surveyor/engineer's stamp
- ☐ all bordering street names
- ☐ the dimensions of the property lines and lot area (in square feet) of the lot to be built upon
- ☐ the locations and dimensions (including the square footage) of all existing and proposed buildings and other structures on the lot
- ☐ the distance to the property line(s) from all buildings and other structures on the lot
- ☐ the distance between all buildings and other structures on the lot
- ☐ all required setback distances
- ☐ all existing and proposed entrances and exits to both the lot and the buildings on the lot
- ☐ **ALL OF THE PROPOSED WORK MUST BE HIGHLIGHTED IN RED**

BUILDING PLANS and ELEVATIONS

One (1) full size set and four (4) copies (no larger than 11"x 17") drawn to not less than a ¼" = 1' scale and showing:

- ☐ a north arrow
- ☐ the name of the owner(s) and the street address of the property
- ☐ the name and address of person preparing the plan, and the date of the plan
- ☐ the exterior elevations (including windows, doors, porches, steps and other architectural features
- ☐ the interior floor plans including all dimensions
- ☐ for accessory apartments include floor area measurements/calculation as per ZBL 196-13.C(3)
Subsequent plan revisions shall be so noted
- ☐ **ALL PROPOSED WORK MUST BE HIGHLIGHTED IN RED**

APPLICATION PACKET SHALL INCLUDE

One (1) full size set and four (4) copies of the following (collated into applications)

1. ☐ Application time-stamped by the Town Clerk;
 2. ☐ Certified Abutter's List
 3. ☐ Postage Fee Form
 4. ☐ Authorization for Publication Form
 5. ☐ Deed
 6. ☐ Plot Plan
 7. ☐ Architectural Plans
 8. ☐ Photographs of the Property
 9. ☐ Application fee (in the original application only, do not copy)
- ☐ ***Electronic version of the complete application, including plans in PDF Format on flash drive if the information cannot be emailed as a single document to the ZBA Secretary.***

APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

NAME _____

RELATIONSHIP TO PROPERTY OWNER (for example, spouse, attorney, architect, etc.) _____

APPLICANTS MAILING ADDRESS _____

APPLICANT'S PHONE NUMBER: _____ APPLICANT'S E-MAIL _____

OWNER AUTHORIZATION

I, _____, as Owner of the subject property hereby authorize
_____ to act on my behalf in all matters relative to this
application.

Signature of Owner

Date

OWNER OR AUTHORIZED AGENT DECLARATION

I, _____, as Owner of the subject property hereby
authorize _____ to act on my behalf in all matters relative to
this application

Signature of Owner or Authorized Agent

Date

PURPOSE OF APPLICATION AND DESCRIPTION OF PROJECT

Purpose of Application: ☐Special Permit ☐Variance ☐Appeal of Inspector of Buildings ☐Comprehensive Permit

Description of Project:

Applicable Section(s) of Zoning Bylaw for which relief is sought:

Does the property, structure and/or use conform to the current Zoning Bylaw? _____

If not, describe the non-conformity (lot size, setback, use, frontage, etc.) _____

ZONING DISTRICT: ☐ R-A ☐ B-1 ☐ B-2 ☐ M ☐ O ☐ ELDERLY ☐ POND WATERSHED OVERLAY ☐ WIRELESS COMMUNICATION SERVICES
☐ FLOODPLAIN ☐ SOLAR OVERLAY

DATE LOT WAS CREATED: _____ DATE STRUCTURE WAS BUILT: _____

DEED (Copy must be attached. Deed may be downloaded and printed from www.salemdeeds.com):

[BOOK _____ PAGE _____] OR [CERTIFICATE NO. _____ DOCUMENT NO. _____]

POSTAGE FEE CALCULATION

POSTAGE FEE

In accordance with Article X, Section 196-49 of the Zoning bylaw of the Town of Boxford, you are required to pay the postage costs for the abutter notification of your application and decision.

The following is the formula used for determining the postage costs for each application:

Number of Certified Abutters

(including applicant & representative)

Notice of Hearing)

_____ x \$8.53 = _____

Number of Surrounding Towns & MVPC

9 x \$8.53 = \$76.77

Number of Certified Abutters (including applicant & representative)

Notice of Decision

_____ x \$0.63 = _____

TOTAL AMOUNT OWED FOR POSTAGE FEE

\$ _____

Please remit a check separate from the filing fee, payable to the Town of Boxford, for the total amount owed for postage.