Town of Concord
Zoning Board of Appeals

141 Keyes Road
Concord, MA 01742
Tel: (978) 318-3295
Fax: (978) 318-3291

Zoning Board of Appeals Application

Town Use Only

Received by Clerk of the Board:

Town Clerk Stamped Received

Application Fee:_____

Hearing Date:_____

1 Application Information

This Application is for:

☐ Special Permit ☐ Site Plan Review ☐ Variance ☐ Comprehensive Permit

☐ Appeal from a decision of the Building Inspector/Zoning Enforcement Officer

What Sections of the Concord Zoning Bylaw are applicable to this Application?
(Specifically identify each section.)

_____

Nature and justification of request: (Attach additional pages if needed.)

_____
_____
_____
_____

2 Property Information

Address: _____
Parcel ID #: _____
Map #: _____
Zoning District: _____
Total land area (acres or square feet): _____
Lot frontage: _____
Present use: _____
Proposed use: _____
Check all applicable:

- ☐ Historic District
- ☐ Wetlands Conservancy District
- ☐ Flood Plain Conservancy District
- ☐ Groundwater Conservancy District
- ☐ Wireless Overlay District
- ☐ White Pond Advisory Area
- ☐ Property contains abandoned railroad right-of-way
- ☐ 100' Wetland Buffer Zone
- ☐ 200' River's Act Area
- ☐ Within 2 miles of the end of any Hanscom Field runway

3 APPLICANT AND OWNER INFORMATION

The undersigned hereby certifies that he/she has read and examined this application, the Board of Appeals Procedures and Checklist and that the proposed project is accurately represented in the statements made in this application. The undersigned also certifies that applications have been filed with the Planning Board, Natural Resources, and White Pond Advisory Committee, if appropriate, and hereby requests a hearing before the Board of Appeals with reference to the above application.

Owner(s): _____ Date: _____
(Signature) ***required**

_____ Date: _____
(Please Print.)

_____ Date: _____
(Signature)

_____ Date: _____
(Please Print.)

_____ Telephone: _____
(Address, if different from property address)

Applicant(s): _____ Date: _____
(Signature)

_____ Date: _____
(Please Print.)

_____ Date: _____
(Signature)

_____ Date: _____
(Please Print.)

_____ Telephone: _____
(Address, if different from property address)

Applicant is: ☐ Owner ☐ Tenant ☐ Agent/Attorney ☐ Purchaser

To avoid project delays, this Application and all supporting documentation must be reviewed by a Town of Concord Building Inspector prior to filing with the Town Clerk.
Please be advised that it is **the Applicant's responsibility to schedule an appointment to meet with a Building Inspector <u>at least</u> one to two weeks before the application submission deadline.**
This completed Application has been reviewed by a Town of Concord Building Inspector.

_____ Signature of Building Inspector

_____ Date of Review

TOWN OF CONCORD
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3295

Zoning Board of Appeals Application Procedures

A copy of the Zoning Board of Appeals (ZBA) Meeting schedule and the **filing deadline** for each meeting can be found on the Town of Concord website www.concordma.gov or a copy can be obtained at the Planning Division or ZBA Office. All hearings are open to the public, as required by law, and all applications submitted become public record. The applicant and/or his/her representative should plan to appear at the hearing.

Before the ZBA Application is filed.....

1. Review all new applications with a Town of Concord Building Inspector to ensure that the application is correct, complete and clear. Applicable site plans, building plans and any required documentation should be included for this review. Please be advised that it is the Applicant's responsibility to schedule an appointment for this review **at least one to two weeks before the application submission deadline** in order to avoid project delays.

2. **Review the Concord Zoning Bylaw before completing the application.** Copies of the Zoning Bylaw can be viewed and/or purchased in the Building Division at 141 Keyes Road on the second floor or found on the Town of Concord website www.concordma.gov . Locate the specific sections of the Bylaw that pertain to your application and enter these section numbers on the application form. Complete the "nature and justification of your request" section of the application form by specifically addressing the language found in that section of the bylaw that pertains to your application. Also, if a **special permit** is sought, reference Section 11.6 of the bylaw or if a **variance** is sought, reference Section 11.7 of the bylaw. Failure to cite or note the correct sections could cause delays for your project.

3. Fill out the ZBA Application completely in accordance with these Application Procedures and the appropriate Application Checklist so that there will be no ambiguity or uncertainty as to your intent in seeking approval of your application.

4. Certain types of ZBA Applications require recommendations and/or approvals from other Boards and Commissions. Some examples are:

   a. If any portion of the property is located within one of Concord's Historic Districts and your application involves any visible exterior change to the property, contact the Historic Districts Commission Office directly. A Certificate of Appropriateness must be issued by the **Historic Districts Commission** before a decision will be rendered by the ZBA.

   b. If a **Planning Board** review and recommendation of the application is required, additional copies of the complete ZBA application package must be submitted to the Planning Board at the same time that the application is filed with the Zoning Board of Appeals.

   c. If any portion of the project falls under the jurisdiction of the Massachusetts Wetlands Protection Act, contact the **Division of Natural Resources Office** directly. A Determination of Applicability and/or an Order of Conditions may be required before a decision will be rendered by the ZBA.

On the day the ZBA Application is filed.....

1. Ten (10) copies of the application together with ten copies of all required documentation and plans are filed with the Town Clerk at the Town House at 22 Monument Square. The Town Clerk will date stamp each application, keep one copy and return nine copies to you.

2. At the same time that you file the application with the Town Clerk, submit one copy of the "Abutters List Request Form" to the Assessor's Office at 30 Monument Square in Suite 215. The Assessor's Office will calculate the number of Abutters to the property while you wait. The charge per Abutter is $1.00 and must be paid to the Assessor's Office at that time. The Assessor's Office will later forward the list of Abutters to the ZBA Office and that Office will mail the Abutter Notices. The Assessor's staff will stamp a copy of the request form and give it back to you. This stamped copy is submitted to the Zoning Board of Appeals Clerk when you file your application.

3. The remaining nine copies of the application and documentation must be filed on the same day with the ZBA Clerk at 141 Keyes Road together with your check made out to the **Town of Concord** in the amount indicated on the Fee Schedule. (See below.)

Before the day of the ZBA Hearing.....

Follow up with the staff of other town boards, as applicable, to ensure that their review and recommendation of the proposed project will be available before your scheduled hearing date. All necessary reviews and/or recommendations to the Board of Appeals from other town boards/staff must be available before a decision will be rendered by the Zoning Board of Appeals.
If you determine that these reviews and recommendations will not be available by the Board of Appeals scheduled hearing date, you should request a continuance of the ZBA hearing, in writing, until such other board review and recommendation is completed.

Make plans to attend the hearing or arrange for your representative to attend.

Fee Schedule

Appeal Decision of the Building Inspector/Zoning Enforcement Officer	$200.00
Special Permit (new)	$200.00
Special Permit (renewal)	$100.00
Fairs, bazaars, antique shows, suppers & dances (tax exempts or non-profits)	$ 35.00
Variances	$200.00
Comprehensive Permit	$250.00

When filing an application for a **Comprehensive Permit**, the applicant shall also deposit with the Board a sum in the amount of **$2,500** for projects up to and including 25 units. Such deposit shall be increased by the sum of $50 for each additional unit over 25 units. This deposit will be utilized by the Board to defray the costs of consultants for review of the application. Any unused funds will be returned to the Applicant.

When filing an application for a **Special Permit for a Wireless Communications Facility**, the applicant shall also deposit with the Board a sum not to exceed $10,000 to cover the cost of a technical consultant, hired by the Town of Concord, to review the application and evaluate alternatives. Any unused funds will be returned to the Applicant. **Please contact the Zoning Board of Appeals Office for the appropriate deposit amount.**

Instructions:
This form is to be completed by the Applicant and submitted to the Assessor's Office at the same time that the Applicant submits ten copies of a complete Zoning Board of Appeals Application to the Town Clerk. The Assessor's Office will calculate the number of Abutters to the property while you wait. The charge per Abutter is $1.00 and must be paid to the Assessor's Office at that time. The Assessor's Office will later submit the list of Abutters to the Zoning Board Appeals Office and that Office will mail the Abutter Notices on the appropriate date.

Abutters List Request Form

Property Address:_____

Parcel Number:_____

Name of Person Requesting List:_____

Telephone Number:_____

Town Department list is requested for: **Zoning Board of Appeals**

Date Requested:_____

For Assessors use only

Date Processed:_____

Amount paid:_____

Revised October 2007

Concord Zoning Board of Appeals
Flood Plain Application Checklist

Special Permit, under Sections 7.2 & 11.6, for work in the Flood Plain Conservancy District

Property Address: _____

Applicant Name: _____

Information to be submitted with application:

☐ **Recommendations from:** (if applicable)
- ☐ Natural Resources Commission
- ☐ Historic Districts Commission
- ☐ White Pond Advisory Committee
- ☐ Planning Board

☐ **Check made payable to the Town of Concord for $200.00**

☐ **Written narrative** detailing the proposed work to be done on the lot

☐ A detailed statement regarding the history of flooding at the site (references may be obtained from the FEMA Flood Insurance Study for Concord MA)

☐ **A certified plot plan** by a registered land surveyor, showing the existing setbacks of the structures on the lot, indicating the closest point of the structure to each lot line

☐ **A proposed plot plan** by a registered land surveyor, showing the proposed setbacks of the new altered structure on the lot. This proposed dimensioning should indicate the closest point of the new structure to each lot line.

☐ **A site development plan** which must include specific topographic details within the flood plain area showing existing and proposed contours, including areas of compensatory flood water storage and meeting, to the extent applicable, the requirements set forth for a definitive plan in the Subdivision Rules and Regulations of the Planning Board

☐ **Calculations of the volume of water which will be displaced** prepared by a registered professional engineer or a registered land surveyor **(Calculations must clearly reflect the design and dimensioning of the architectural plans that have been submitted.)**

☐ **Calculations of compensatory flood water storage proposed** prepared by a registered professional engineer or a registered land surveyor **(Calculations must clearly reflect the design and dimensioning of the architectural plans that have been submitted – The Board of Appeals seeks a compensatory flood storage capacity of 1.5 times the volume displaced.)**

☐ **Dimensioned floor plans** of the existing and proposed structures

☐ **Existing and proposed elevation plans** of the existing and proposed structure showing clearly that all new work is elevated above the base flood elevation

☐ **Existing and proposed foundation plans** of structures being removed and those being added

☐ **Photographs** of the existing house and property

Number of copies that must be submitted with application:

☐ Ten (10) copies of the completed application
☐ Ten (10) copies of all supportive materials
☐ Two (2) full size copy of the plan(s) showing all requested information, including floor plans & elevations
☐ Ten (10) copies of an 11" x 17" reduction of the plan(s)
☐ One copy of the Abutters List Request Form stamped by the Assessor's Office