

Town of Concord  
 Zoning Board of Appeals  
 141 Keyes Road  
 Concord, MA 01742  
 Tel: (978) 318-3295  
[www.concordma.gov](http://www.concordma.gov)  
 Rev. May 2022



# Zoning Board of Appeals Application

## General 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  Special Permit Renewal  Variance  
 Sign Variance  Appeal from a decision of the Building Inspector/Zoning Enforcement Officer

Sections of the Zoning Bylaw Applicable to Application:

### 2 Property Information

Address:	Parcel ID #:
Zoning District:	Total Land Area:
Present Use:	Lot Frontage:
Proposed Use:	Deed Book & Page #:

Check all Applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> Historic District                | <input type="checkbox"/> White Pond Advisory Area  |
| <input type="checkbox"/> Wetlands Conservancy District    | <input type="checkbox"/> Wireless Overlay District |
| <input type="checkbox"/> Flood Plain Conservancy District | <input type="checkbox"/> 100' Wetland Buffer Zone  |
| <input type="checkbox"/> Groundwater Conservancy District | <input type="checkbox"/> 200' River's Act Area     |

### 3 Building Inspections Division Review

To avoid project delays, this Application and all supporting documentation should be reviewed by a Concord Building Inspector prior to filing with the Town Clerk. Please plan to drop off your application and supporting documentation for review at least 15 days before the application filing deadline. Incomplete applications will not be signed by a Building Inspector.

This completed Application has been reviewed by a Concord Building Inspector.

Signature of Building Inspector:

Date:

**4 Property Owner/Applicant 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 this Application and supporting documentation, and hereby requests a hearing before the Board of Appeals with reference to the above application.

**Applicants(s) Name:**

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is:       Owner       Tenant       Agent/Attorney       Purchaser**Applicants(s) Name:**

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is:       Owner       Tenant       Agent/Attorney       Purchaser**Property Owner(s) Name: (If different from Applicant)**

Address:

Phone:

E-Mail:

Signature:

Date:

**Property Owner(s) Name:**

Address:

Phone:

E-Mail:

Signature:

Date:

## 5 Application Materials Checklist – General Application

### Information to be submitted with Application

- Application Fee:** Cash or check payable to the Town of Concord. See Fee Schedule for fees.
- Project Narrative:** A thorough description of the existing conditions and/or use; the proposed changes; justification of the proposal; and any other relevant information that the Board may need in reviewing the application.
- Existing Site Plan:** Plan should include the property boundaries, outlines of existing buildings and structures showing closest points of structure to each lot line; existing pavement areas; existing easements; and Wetlands and Flood Plain Conservancy District delineation. The plan must be prepared and stamped by a registered land surveyor.
- Proposed Site Plan:** Plan should include the property boundaries, outlines of proposed buildings and structures showing closest points of structure to each lot line; typical building setbacks for the zoning district; proposed pavement areas; proposed easements; and Wetlands and Flood Plain Conservancy District delineation. The plan must be prepared and stamped by a registered land surveyor.
- Floor plans:** Include existing and proposed layout, drawn to scale and dimensioned. All plans must be dated and include the name of preparer.
- Building elevations:** Show existing conditions and proposed changes drawn to scale. For anything other than one- and two-family residential developments, all architectural plans must be prepared by a Registered Architect.
- Parking layout:** Submit dimensioned existing and proposed layout, including stall delineations (9 foot by 18-foot dimensioned parking spaces). Provide supporting parking calculations.
- Photographs:** Photographs of the area from various angles. Provide photographs of the existing structure in relation to abutting structures and photographs of other structures within the adjacent neighborhood. Photos should be in color and printed on standard 8 ½ x 11 paper.
- Copy of the deed for the property:** Can be obtained from the [Middlesex South Registry of Deeds](#).
- Sign details and location:** Show the location of existing and proposed signs on the site plan. Details should include dimensions, materials, and all relevant information (if applicable).
- Electronic Files:** Include electronic copy of application, supporting materials, and plan sets on a flash drive or emailed to Town Staff.
- Abutters List Request Form:** To be emailed to [assessing@concordma.gov](mailto:assessing@concordma.gov).
- Letters of Support** (not required).

## 6 Provide the Following Required Copies

- Three (3) copies of the completed two-page Application
- Three (3) copies of all supportive materials
- One (1) full size (24" x 36") copy of the plan(s) showing all requested information
- Three (3) reduced size (11" x 17") copies of the plan(s) showing all requested information
- One (1) copy of the Legal Notice Form
- One (1) Abutters List Request form to be emailed to [assessing@concordma.gov](mailto:assessing@concordma.gov)
- One (1) electronic copy of application, supporting materials, and plan sets on a flash drive or emailed to Town Staff.