

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



Zoning Board of Appeals Application

Special Home Occupation

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 – *Special Home Occupation*

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.
- Written Description of the Proposed Home Occupation:**
 - Number of Employees
 - Where the employees will be working within the home
 - Days & Hours of operation
 - Number of Clients per day
 - Exterior Indications (visual or auditory) of the home occupation
- Existing Site Plan:** Plan should include the property boundaries and outlines of existing buildings
- Parking Layout Plan:** Showing the parking location, with parking space dimensions, for the number of parking spaces required for visitor, employee and residential on-site parking. Two parking spaces are required for each residential unit plus one parking space for each visitor and/or employee that will be on the site at any time.
- Photographs:** Photographs of existing structure and the area proposed to be used for the home occupation. 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 8-1/2" x 11" paper with description of where they were taken from.
- Floor plans:** Include existing and proposed layout for the area associated with the home occupation, drawn to scale and dimensioned. All plans must be dated and include the name of preparer.
- 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).
- Copy of the deed for the property:** Can be obtained from the [Middlesex South Registry of Deeds](#).
- If Application is for a Renewal,** provide a copy of the existing decision.
- Electronic Files:** Include electronic copy of application, supporting materials, and plan sets on flash drive or emailed to Town Staff.
- 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 (36" x 24") 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) Abutters List Request Form emailed to assessing@concordma.gov
- One (1) copy of the Legal Notice Form
- One (1) electronic copy of application, supporting materials, and plan sets on a flash drive or emailed to Town Staff