

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

Flood Plain Conservancy District

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 Variance Site Plan Review
 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. It is the Applicant's responsibility to schedule an appointment to meet with a Building Inspector 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.

Property Owner(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Property Owner(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

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

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: Owner Tenant Agent/Attorney Purchaser

Information to be submitted with Application

- Application Fee:** Cash or check payable to the Town of Concord. See Fee Schedule for fees.
- Recommendation Letters from:**
 - Natural Resources Commission
 - Planning Board
- Project Narrative:** This should include 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. Include detailed statement regarding the history of flooding at the site (references may be obtained from the FEMA Flood Insurance Study for Concord, MA)
- 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. This 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. This plan must be prepared and stamped by a registered land surveyor.
- 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 ZBA seeks a compensatory flood storage capacity of 1.5 times the volume displaced.)
- 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 printed on standard 8-1/2” x 11” paper with description of where they were taken from.
- Floor plans:** Include existing and proposed layout, drawn to scale and dimensioned. All plans must be dated and include the name of preparer.
- Existing and proposed foundation plans** of structures being removed and those being added.
- Building elevations:** Show existing conditions and proposed changes drawn to scale showing that all new work is elevated above the base flood elevation. Plans must be drawn to scale and dimensioned. For anything other than one- and two-family residential developments, all architectural plans must be prepared by a Registered Architect.
- Copy of the deed for the property:** Can be obtained from the [Middlesex South Registry of Deeds](#).
- Electronic Files:** Include electronic copy of application, supporting materials, and plan sets on a 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 (1 original and 2 copies)
- Three (3) copies of all supportive materials (see Application checklist for the required materials)
- One (1) full-size copy of the plan(s) showing all requested information
- Three (3) reduced-size 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