

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

Additional Dwelling Unit – Section 4.2.2.2

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
 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.

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 – Additional Dwelling Unit – Section 4.2.2.2

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. Project narrative must include the following:
 - Analysis of the gross floor area of the existing dwelling as well as the gross floor area calculations of the additional dwelling documenting that the additional dwelling is not more than one-third the gross floor area
 - The lot area on which the single-family dwelling is located
 - Description of any exterior alterations that are planned as part of the proposal
 - Declaration that either the new additional dwelling unit or the single-family dwelling shall be occupied by the owner of the property except for bona fide temporary absences
- Site Plan:** Plan should include the property boundaries, outlines of existing buildings and structures existing/proposed pavement areas; and existing easements. This plan must be prepared and stamped by a registered land surveyor.
- Parking layout plan:** Submit dimensioned existing and proposed layout, showing the location, with dimensions, of four (4) on-site parking spaces (minimum of 9 foot by 18 foot each).
- 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. Plans must be drawn to scale and dimensioned.
- Photographs:** Photographs of the area, existing structure and proposed additional dwelling unit 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 an 8-1/2" x 11" page with description of where they were taken from.
- Board of Health approval for septic system,** if not on town sewer.
- 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.
- 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 (to be 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.