

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 Permit *with Site Plan Review*

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 Wireless Communications Facilities
 Variance Planned Residential Development Comprehensive Permit

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 |
| <input type="checkbox"/> Property Identified in the Open Space Plan | <input type="checkbox"/> Property Identified in the Historic Resource Plan |

Is any Zoning relief being requested? If yes, explain:

3 Proposed Project

Provide a brief narrative of the project description:

<u>Ground Coverage by Buildings and Pavement</u>			<u>Gross Floor Area (GFA) (6'8" in height or greater)</u>		
Existing:	=	% of Site	Existing:		
Additional Proposed:	=	% of Site	Additional Proposed:		
Total Proposed:	=	% of Site	Total Proposed:		

Breakdown of proposed use(s) by GFA

Use:	GFA:
Use:	GFA:
Use:	GFA:
Use:	GFA:

Describe in terms of any other units of measurement the use of occupancy of the building(s) such as maximum seating capacity, number of employees, number of tables, etc...:

Effect of the project on public services, such as water, sewer, schools, police, fire, waste disposal, and recreational facilities:

4 Supplemental InformationParking SpacesLoading Spaces

Existing: = % of Site

Existing:

Additional Proposed: = % of Site

Additional Proposed:

Total Proposed: = % of Site

Total Proposed:

How many vehicles are used for business and parked on site:

Estimated traffic flow within the SiteEstimated traffic flow on streets adjacent to the Site

A.M. Peak:

A.M. Peak:

P.M. Peak:

P.M. Peak:

Proposed Water Supply:

If Town water, estimated demand (gals/day):

Are water conservation measures provided? Yes No

If Yes, explain:

Proposed Sewage Disposal:

If Town sewer, estimated demand (gals/day):

Amount of grading (cubic yards): cut fill

Will the project require the removal of soils from the site? Yes No

If Yes, how many cubic yards and where is soil being relocated:

Does Project require the removal of any trees greater than 2' or major screening vegetation? Yes No

If Yes, explain:

Is work located within? 25' or 100' of a wetland and/or 200' of a river or stream

If Yes, explain how and what measures are taken to mitigate impacts:

Has a permit been applied for under M.G.L. Chapter 131 Wetlands Protection Act? Yes No

5 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**6 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:

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.
- All plans must be prepared by a MA Registered Professional Engineer and/or Registered Landscape Architect and Registered Land Surveyor for property line determinations.
- The Plans must contain at least the following information:
 - Title information and Project name and address
 - Developer and/or designer's name and contact information, including email address
 - Date of plan and all revisions
 - Scale, North arrow, and other reference points
 - Locus plan at 1,000' scale showing property in relation to the Town, including Zoning Districts
 - Locus map at one inch equals four hundred feet (1"=400')
 - Names of abutters and relation of site to abutting properties
 - Existing and proposed topography at two (2) foot intervals
 - Existing and proposed roadways, driveways, loading and parking areas, walkways and sidewalks
 - Existing and proposed curbing type, location and details
 - Existing and proposed easements and right of ways
 - Existing and proposed street and site lighting and details
 - Existing and proposed drainage measures and drainage computations stamped and signed by a P.E.
 - Provisions for water and electric services and sewage disposal, including location of connections to street service where applicable
 - Setbacks, buffer areas, areas not to be disturbed by construction, and no cut/no build areas
 - Method and location of refuse storage and disposal
 - Location of fire hydrants and/or fire alarm boxes, as required
 - Location of all structures on site, including outside dimensions of ground floor of buildings
 - Location, type, size and age of any underground storage tanks
- In addition, the site plan should show the following landscaping details, preferably on a separate sheet:
 - Location and spacing of existing and proposed plan material
 - Numbers, sizes, and types of plant materials
 - Notation of plants to be removed
 - Proposed treatment of all ground surfaces (paving, gravel, grading, turf, etc.)
- For new construction, a description of erosion and sedimentation control measures, including location and specifications of temporary and permanent measures and a schedule of operations indicating the starting and completion dates for each phase of construction shall accompany the plan.
- 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](#).

8 Provide the Following Required Copies

- Three (3) copies of the completed four-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
- One (1) electronic copy of application, supporting materials, and plan sets on a flash drive or emailed to Town Staff