



Application Date	Decision Date

Town Clerk Stamp Use Only

**Town of Nahant Application for Zoning Relief and Inspector of Building Appeals**

Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Petition #: \_\_\_\_\_

**TYPE OF RELIEF SOUGHT**

- Use Special Permit (Section 4.07, Section 4.13)
- Dimensional Variance or Special Permit (Section 5.03)
- Special Permit (Section 7.03 – Nonconforming Uses, Structures and Lots)
- Site Plan Special Permit (Section 9.08.6 and 9.09)
- Appeal of Determination of Inspector of Buildings

**BOARD**

- Planning Board (in cases where a Site Plan Special Permit is required, Section 9.08A and 9.09)
- Zoning Board of Appeals (in all other cases)

Location of property:

\_\_\_\_\_

Street No. and Name	Map and Lot #	Year Built
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Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Brief description of project and relief being sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN OF NAHANT**  
**Filing Requirements For Appeals and For Variances And For Special Permits**  
**Issued By The Zoning Board of Appeals**

Notice of Appeal, Petitions for Variances, and Applications for Special Permits are filed with the Town Clerk on prescribed forms.

Filing requirements are as follows:

**Appeals:** The original and thirteen (13) copies of the notice of appeal and all supporting documentation (including a copy of the order being appealed) should be filed with the Town Clerk. The Town Clerk will certify the date and time of receipt on the original and two copies. The petitioner then must file one certified copy with the Building Inspector or other officer whose action is being appealed, and another certified copy with the Board of Appeals. The Town Clerk will distribute copies to the Board of Health, Planning Board, Conservation Commission and individual members of the Board of Appeals.

**Variances:** The original and thirteen (13) copies of the petition for a Variance and copies of plans, and all supporting documentation (including the Building Inspector's form indicating the reason for denial of a Building Permit) should be filed with the Town Clerk. The Town Clerk will certify the date and time of receipt on the original and one copy of the petition. The petitioner then must file the certified copy with the Board of Appeals. The Town Clerk will distribute copies to the Board of Health, Planning Board, Conservation Commission and individual members of the Board of Appeals.

**Special Permits** issued by the Board of Appeals: the original and thirteen (13) copies of the application for a Special Permit, plans, and all supporting documentation (including the Building Inspector's form indicating the reason for denial of a Building Permit) should be filed with the Town Clerk. The Town Clerk will certify the date and time of receipt on the original and one copy of the petition. The petitioner then must file the certified copy with the Board of Appeals. The Town Clerk will distribute copies to the Board of Health, Planning Board, Conservation Commission and individual members of the Board of Appeals. (NOTE: Special Permits with Site Plan Review by the Planning Board are the subject of different requirements.)

**Plans Required:** The following are required with petitions for Variances and applications for Special Permits:

- 1.) For any application or petition: A plan (no larger than 11"x17"), accurately drawn to scale, showing existing conditions and all proposed work.
- 2.) For any application or petition for any new structure or any exterior of an existing structure: Certified plans showing (a) the actual shape, dimensions and square footage of the lot to be built upon; (b) the exact location and size (including height) of all structures presently on the lot, including measurements to all front, side and rear lines; (c) the location of new buildings or structures to be constructed, together with the lines within which all buildings or structures are to be erected, measurements to all front, side and rear lines, and the height of the proposed structure; (d) the percent of building coverage of the existing and proposed structures, the location and percentage of existing and proposed open space land, and the existing and proposed floor area ratios and existing and proposed parking.
- 3.) For any application or petition for site work, including but not limited to grading, paving or installation of fences, retaining walls or other structures: Certified plans showing the existing condition, the exact location of the proposed work, and the location and percentage of existing and proposed open space land. "Certified Plans" means plans, accurately drawn to scale and certified by a licensed civil engineer, architect, landscape architect, or registered land surveyor.

**Other Certification:** All petitions for Variances or Applications for Special Permits must include or be accompanied by:

- 1.) A statement of the applicant or petitioner, signed under the penalty of perjury, stating the existing and intended use of each building or structure; and
- 2.) Documentation evidencing that the Conservation Commission has approved the proposed work or a statement certified by a licensed civil engineer, architect, landscape architect, or registered land surveyor, stating that the proposed work is not located in a flood hazard zone or in the adjacent buffer zone.

The Town Clerk may refuse to accept any appeal, application or petition which does not comply with the above requirements.

It is the responsibility of the petitioner or applicant to comply with the above requirements.

Acceptance of documents or applications by the Town Clerk does not imply a finding that proper documentation has been submitted, and the Board of Appeals may deny an application based on failure to submit required documentation.

**DIMENSIONAL REQUIREMENTS**

	<b><u>Required/Allowed</u></b>	<b><u>Existing</u></b>	<b><u>Proposed</u></b>	<b><u>Action Necessary</u></b>
<u>Use:</u>	_____	_____	_____	_____
<u>Area of Lot:</u>	_____	_____	_____	_____
<u>Frontage:</u>	_____	_____	_____	_____
<u>Lot Coverage:</u>	_____	_____	_____	_____
<u>Floor Area Ratio:</u>	_____	_____	_____	_____
<u>Height:</u>	_____	_____	_____	_____
<u>Number of Stories:</u>	_____	_____	_____	_____
<u>Front Yard Setback:</u>	_____	_____	_____	_____
<u>Right Side Setback:</u>	_____	_____	_____	_____
<u>Left Side Setback:</u>	_____	_____	_____	_____
<u>Rear Yard Setback:</u>	_____	_____	_____	_____
<u>Open Space:</u>	_____	_____	_____	_____
<u>Off Street Parking:</u>	_____	_____	_____	_____
<u>Other:</u>	_____	_____	_____	_____

The undersigned hereby request a hearing before the Special Permit Granting Authority, with this application and supporting documentation and certifies that this submittal is authorized by the owner of record and truly indicates the owner's intentions regarding the proposed project.

\_\_\_\_\_  
**Authorized Agent**

\_\_\_\_\_  
**Owner of Record**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Inspector of Buildings**

\_\_\_\_\_  
**Date**

# TOWN OF NAHANT

## ZBA/SPGA APPLICATION FORM CHECKLIST

Property Location: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner or Representative: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Block & Lot #: \_\_\_\_\_

Please check that you have included the following with your application. Applications will not be accepted for processing & scheduling unless all required documents are provided.

<u>Documents</u>	<u>Required</u>	<u>Enclosed</u>
Application Form (Original & 13 copies)	_____	_____
Supporting Statements	_____	_____
Application Fee	_____	_____
Dimensional Form	_____	_____
Certified* plan, drawn to scale, no larger than 11"x17", showing existing conditions and proposed work.	_____	_____
Final Plans	_____	_____
	Date	Date
Certified* Plot Plan (Stamped by registered land surveyor)	_____	_____

### Deviations from plans approved by the ZBA:

When the ZBA grants a variance or special permit, such approval is conditioned on conformance with the exterior features of the plans and drawings approved at the hearing by the board. Therefore, when applying for the building permit for the approved project, the plans **MUST** be the same as those approved by the board.

**\*"Certified Plans" means plans accurately drawn to scale and certified by a licensed civil engineer, architect, landscape architect, or registered land surveyor.**