

Town of Nahant



Zoning Board of Appeals/Online Format (PDF) <http://www.nahant.org>

Filing Requirements For Appeals and For Variances And For Special Permits Issued By The 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

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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.

Adopted by the Nahant Planning Board – September 7, 1990

Adopted by the Nahant Board of Appeals – William Crawford 4/9/99

Filed with Harriet Steeves, Town Clerk