

**TOWN OF ESSEX
ZONING BOARD OF APPEALS
APPLICATION FOR VARIANCE**

<u>FOR OFFICE USE ONLY</u>
Building Permit Denied by _____
Reason Denied _____
Date Denied _____
Date Initial ZBA Application Received _____

Time Stamp by Town Clerk's Office

PART A: NAME AND ADDRESS OF RECORD PROPERTY OWNER

Name _____

Property Address _____ MAP# _____ LOT# _____

Title Reference _____

(Unregistered Land) Essex County Register of Deeds, Book _____ Page _____

(Registered Land) Land Court Certificate of Title No. _____ Book _____ Page _____

Property Owners Mailing Address _____

Property Owners Telephone Number _____ Mobile _____

Property Owner's E-Mail _____

PART B: NAME OF APPLICANT, IF DIFFERENT FROM OWNER

Name _____

Applicant's Mailing Address _____

Applicant's Telephone Number _____ Mobile _____

Applicant's E-Mail _____

PART C: APPLICANT'S CERTIFICATION

OWNER AUTHORIZATION To Be Completed When Owner's Agent Applies	
I, _____, as Owner of the subject property hereby authorize _____ (Person's Name) to act on my behalf in all matters relative to this application.	
_____ Signature of Owner	_____ Date
OWNER OR AUTHORIZED AGENT DECLARATION	
I, _____, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate to the best of my knowledge, information and belief.	
_____ Signature of Owner or Authorized Agent	_____ Date

PART D: BRIEF DESCRIPTION OF PROPOSED WORK

Applicable Section(s) of the Zoning By-laws for which relief is sought _____

Date of Denial by either Building Inspector or Planning Board _____
(Note: Any appeal must be made within thirty days from the date of denial by either the Building Inspector or Planning Board)

DIMENSIONAL REQUIREMENTS FOR WHICH RELIEF IS REQUESTED

Note: Only the dimensional relief requested on this form can be considered by the Zoning Board of Appeals. If, in the course of the Zoning Board of Appeals hearing it appears that further relief is required, notice of your application will have to be republished and your case rescheduled.

<u>VARIANCES</u>	A. Required Dimension	B. Existing or Proposed Dimension	A minus B equals Relief Requested
Lot Area (Square feet)			
Lot Area per Dwelling (Square Feet)			
Lot Width			
Lot Frontage			
Front Yard			
Left Side Yard			
Right Side Yard			
Rear Yard			
% of Impervious Coverage			
Lot Coverage (%) of Buildings			
Lot Depth			
Building Height			
Other			

The Applicant must supply a list, certified by the Board of Assessors, of current abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred (300) feet of the property line of the petitioner as they appear on the most recent tax list. PLEASE ATTACH LIST TO THE APPLICATION.

Applicant is to supply five (5) archival quality copies of the plot plan with this application.

I hereby request a hearing before the Appeals Board of the Town of Essex in reference to the above noted application and certify that the information and all supporting documentation submitted herewith is true, to the best of my knowledge and belief.

Signature(s) of Applicant(s): _____

Received from the above applicant the sum of \$ _____ to apply against advertising costs. Payment for any additional costs for expenses must be remitted prior to any decision being rendered.

Date: _____ Time: _____ Check Number: _____ Amount: _____

Town Clerk: _____

SUPPORTING DOCUMENTATION REQUIRED FOR ALL APPLICATIONS

1. The relevant Assessor's map(s) showing your lot, abutting lots and lots that abut abutting lots
2. List of names and addresses of owners of abutting lots and lots that abut abutting lots as certified by the Assessor's Office
3. Site or Plot Plan drawn to scale of not less than 1-inch equals 20-feet and showing:
 - a. A north arrow
 - b. The name of the owner(s) and the street address of the property
 - c. The name and address of person preparing plan, if different from owner
 - d. Date of plan
 - e. All bordering street names, if applicable
 - f. The dimensions of the property lines and lot area (in square feet) of the lot to be built upon
 - g. The locations and dimensions, including the square footage, of all existing and proposed buildings and other structures on the lot
 - h. The distance to the nearest property line(s) from all buildings and other structures on the lot
 - i. The distance between all buildings and other structures on the lot
 - j. Percentage of lot coverage of all existing and proposed buildings and other structures on the lot
 - k. All required setback distances
 - l. All existing and proposed entrances and exits to both the lot and the buildings on the lot
 - m. The location of the subsurface disposal system, if any
 - n. The location of all topographical features affecting the siting of buildings and structures on the lot

ALL OF THE PROPOSED WORK MUST BE HIGHLIGHTED IN RED

The final application submitted to the Town Clerk should include:

1. Original application
2. Assessor's map
3. Certified list of names and addresses of abutters
4. Site or plot plan (5 copies) containing information as noted above
5. Photograph of subject property/structure, if available

4. Relief may be granted without nullifying or substantially derogating from the intent or purpose of the Zoning By-Law for the following reasons.

NOTE: The law does not permit the Board of Appeals to grant a variance unless all of the legal requirements are satisfied. Each one of the above findings must be answered in detail.

The rights authorized by a variance expire one year from the date the decision is filed with the Town Clerk, unless exercised or extended in accordance with the terms of M.G.L. 40A, Section 10.

Date _____ SIGNATURE _____
(Petitioner/Agent)

Address _____

Tel. No. _____

Please attach additional sheets if space provided is insufficient