

September 1, 2011

Dear Applicant:

To assist you in better understanding the Zoning Board of Appeals (ZBA) process, please review this brief summary. Please be aware that the Zoning Board process typically takes approximately six to eight weeks in total, and consists of the following phases:

1. Application submittal.

- The application is submitted to the Code Enforcement office. The following fees are involved with this application:
 - a. Processing fee through the Code Enforcement office
(See reverse page for fee amount)
 - b. \$15.00 for Abutter's List through the Assessors office
 - c. Legal advertisement fee, billed to you directly by the Bedford *Minuteman* newspaper after the hearing

2. Public hearing.

- At least one person listed on the application must be in attendance for the Zoning Board hearing.
- From the date of the Board's vote, the Board has fourteen (14) days maximum to write its decision.

3. Appeal period.

- After the Board's decision is filed with the Town Clerk, there is a legally mandated twenty (20) day appeal period.

4. Recording of Decision.

- The original decision must be picked up from the Town Clerk's office at the Town Hall, along with a certified letter stating that the appeal period has ended and no appeals have been filed. There is an \$8.00 fee for this material through the Town Clerk.
- The decision must then be taken to the Middlesex Registry of Deeds in Cambridge to be recorded. The current fee for this transaction is \$75.00. (When you receive your decision in the mail, the Board will include a letter which further details this process and provides directions.)

[Please see reverse side]

5. Building/Sign Permit Process.

- The receipt of the recorded decision must be included with the Building/Sign permit application, as proof that the decision was legally recorded with the Registry of Deeds.

A very detailed summary of the ZBA processes is given on the Town of Bedford website, under Committees → Zoning Board of Appeals. Please do not hesitate to contact Christopher Laskey or Scott Gould in the Code Enforcement Department with any questions or concerns, 781-275-7446.

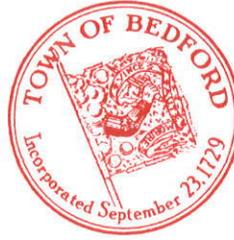
Sincerely,

BEDFORD ZONING BOARD OF APPEALS

ZBA FILING FEES

<i>Residential</i>	\$100.00
<i>Any Sign Hearing</i>	\$100.00
<i>Appeal Building Inspector's Decision</i>	\$100.00
<i>Commercial</i>	\$200.00
<i>Business</i>	\$200.00
<i>Wireless Communication</i>	\$200.00
<i>Industrial</i>	\$400.00
<i>Cluster</i>	\$400.00
<i>Planned Residential Development</i>	\$400.00
<i>Nursing Home</i>	\$400.00

TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730



TTD/TTY: 781-687-6124

ZONING BOARD OF APPEALS

Town Hall
10 Mudge Way
Bedford, MA 01730-2144
Phone 781-275-7446
Fax 781-275-1334

TO WHOM IT MAY CONCERN -

DATE _____

****Prior to submission to Town Clerk, please bring entire package to Code Enforcement Office for review****

PLEASE NOTE ~ INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

This is to certify that I have filed with the Town of Bedford, Massachusetts Town Clerk's Office, originals and copies (as shown below) of each of the documents pertaining to the application for the Zoning Board of Appeals.

I have received and read the booklet titled "Rules and Regulations of the Zoning Board of Appeals for the Town of Bedford, Massachusetts".

Name of Applicant _____

Address _____ Telephone No. _____

Checklist of necessary materials (NOTE – If this is a *sign application*, please refer to the *Sign Submission Checklist* on Page 5):

- ___ One (1) original and nine (9) copies of this Application (two page application)
- ___ Two (2) sets of *Abutters List* labels and *Abutters List Request* form ~ obtain labels from Assessor's Office ~ please allow ten (10) days of lead time for preparation of these labels.
- ___ One (1) originally signed, sealed and dated certified plot plan showing locations of existing and proposed structures and nine (9) copies.
- ___ One (1) check for ZBA hearing (\$_____) payable to the Town of Bedford.
- ___ One (1) Legal Advertisement Authorization form.
- ___ Ten (10) copies of building plans.
- ___ Ten (10) copies of miscellaneous plans (if applicable).
- ___ Originally dated and signed letter and nine (9) copies of permission from owner of the property (appropriate for some applications).

Applicant's Signature _____

Town Clerk's Signature _____

I have received the above documents from the Bedford Town Clerk's Office.

Zoning Board of Appeals Clerk

Date Received

**TOWN OF BEDFORD
ZONING BOARD OF APPEALS**
Please Print

Petitioner's Name _____

Owner's Name (if different) _____

Address _____

Tel. No. _____ Alt. Tel. No. _____

Email (optional) _____

Petitioner's Attorney for case (if any) _____

Location of Property _____ Zone: _____

Applicable Section(s) of Zoning/Sign By-Law (for office use only)

Section/Page Section/Page Section/Page Section/Page

Please check the type of relief you are seeking:

- Special Permit (Use)
- Special Permit (Extension/Alteration of Non-Conforming Use or Building)
- Special Permit (Sign)
- Special Permit (Wireless Communications Facilities)
- Special Permit (Accessory Use)
- Special Permit (Home Occupation)
- Special Permit (_____)
- Variance
- Comprehensive Permit ~ M.G.L. Ch. 40B, s. 20-23
- Appeal of Zoning Enforcement Officer's Decision

ADDITIONAL REMARKS:

SIGNATURE OF APPLICANT _____

SIGNATURE OF OWNER (If different) _____

PETITIONER OR HIS/HER REPRESENTATIVE MUST BE PRESENT AT THE HEARING

AUTHORIZATION TO BILL APPLICANT FORM

GATEHOUSE MEDIA NEW ENGLAND
Community Newspaper Company
254 Second Avenue, Needham, MA 02494-2811

Date: _____

I hereby acknowledge that the application I am submitting to the:

TOWN OF BEDFORD, MASSACHUSETTS—ZONING BOARD OF APPEALS

******The section below is to be filled out by the BEDFORD ZONING BOARD STAFF:***

The application requires a legal notice of public hearing. Said hearing is to be held on _____ . Legal Notices are currently submitted to the BEDFORD MINUTEMAN for publication on the following date(s) _____ .

******The section below is to be filled out by the APPLICANT:***

I hereby AUTHORIZE that the required legal notice be billed directly to me by, GateHouse Media New England, d/b/a/, Community Newspaper Company, Inc.

Printed Name: _____

Signature: _____

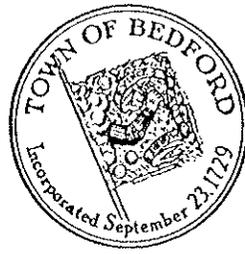
Address: _____

City: _____, State: _____, Zipcode: _____

Phone: () _____

Original copy to Town, copy to Applicant, copy to the Bedford Minuteman Legal Ad Publication Department with a copy of the Legal Ad.

BOARD OF ASSESSORS



TOWN HALL
10 MUDGE WAY
BEDFORD, MA 01730
TEL. 781-275-0046
FAX 781-275-0809

Abutters List Request

For Submission to the _____ for _____
(Board/Committee/Commission) (Special Permit/Sign/License ect.)

Date _____

Applicant Name _____

Address _____

Daytime Phone No. _____

Property Location _____

Property Owner _____

Parcel I D: Map _____ Parcel _____

Special Instructions:

Pursuant to Massachusetts General Law, I hereby certify that the names and addresses of the attached list of parcels are as they appear on the most recent applicable tax list.

Certified by: _____
For the Board of Assessors

Fee : \$15

Paid _____

Date

SIGN SUBMISSION CHECKLIST

Nine (9) copies of the following items:

___ Two-page ZBA application

___ Scale, color rendering of the proposed sign

___ Originally dated and signed letter of permission from property owner stating that s/he is aware of this sign application

___ **IF** the sign is **EXTERNALLY** illuminated, a written certification (preferably on letterhead) from a licensed electrician, sign manufacturer, or a qualified lighting consultant that states that the illumination will not exceed seventy-five (75) foot lamberts

___ **IF** the sign is **INTERNALLY** illuminated (*allowed in industrial districts only*), calculations stamped by a Massachusetts engineer must be submitted showing compliance with the fifty (50) foot lamberts and fifteen thousand (15,000) initial rated lamp lumens requirement

___ **IF** the sign is illuminated, a catalogue specification sheet of the proposed lighting fixture

___ **IF** the sign is a wall sign, provide a rendering of where it will be located on the building

___ **IF** the sign is a freestanding sign, provide a plot plan of the property showing where the sign will be located

One (1) copy of the following:

___ Abutter's list form with two sets labels from the Assessor's office – please allow seven (7) to ten (10) days lead time for preparation of these labels. (A separate fee of \$15.00 will be required to obtain the abutter's list)

___ Legal ad authorization form

___ \$100.00 filing fee (cash or check made out to Town of Bedford)



**ZONING BOARD OF APPEALS
SCHEDULE FOR 2015**

<u>HEARING DATE</u>		<u>AD PUBLISHED</u>	<u>DEADLINE THURS 12 NOON</u>
January	8	December 25 & January 1	December 18, 2014
January	22	January 8 & January 15	January 1
February	12	January 29 & February 5	January 22
February	26	February 12 & February 19	February 5
March	12	February 26 & March 5	February 19
March	26	March 12 & March 19	March 5
April	9	March 26 & April 2	March 19
April	23	April 9 & April 16	April 2
May	14	April 30 & May 7	April 23
May	28	May 14 & May 21	May 7
June	11	May 28 & June 4	May 21
June	25	June 11 & June 18	June 4
July	9	June 25 & July 2	June 18
July	23	July 9 & July 16	July 2
August	13	July 30 & August 6	July 23
August	27	August 13 & August 20	August 6
September	10	August 27 & September 3	August 20
September	24	September 10 & September 17	September 3
October	8	September 24 & October 1	September 17
October	22	October 8 & October 15	October 1
November	12	October 29 & November 5	October 22
December	10	November 26 & December 3	November 19