



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.

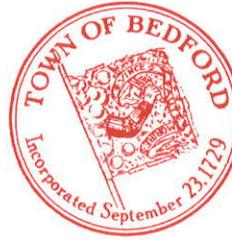
A very detailed summary of the ZBA processes is given on the Town of Bedford website, under Committees → Zoning Board of Appeals. Please do not hesitate to contact Christopher Laskey or Scott Gould in the Code Enforcement Department with any questions or concerns, 781-275-7446.

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



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: \_\_\_\_\_

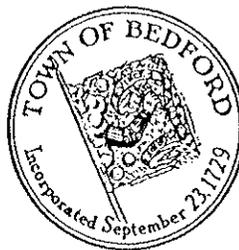
City: \_\_\_\_\_, State: \_\_\_\_\_, Zipcode: \_\_\_\_\_

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

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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 2014

<u>HEARING DATE</u>	<u>AD PUBLISHED</u>	<u>DEADLINE THURS 12 NOON</u>
January 9	December 26 & January 2	December 19, 2013
January 23	January 9 & January 16	January 2
February 13	January 30 & February 6	January 23
February 27	February 13 & February 20	February 6
March 13	February 27 & March 6	February 20
March 27	March 13 & March 20	March 6
April 10	March 27 & April 3	March 20
April 24	April 10 & April 17	April 3
May 8	April 24 & May 1	April 17
May 22	May 8 & May 15	May 1
June 12	May 29 & June 5	May 22
June 26	June 12 & June 19	June 5
July 10	June 26 & July 3	June 19
July 24	July 10 & July 17	July 3
August 14	July 31 & August 7	July 24
August 28	August 14 & August 21	August 7
September 11	August 28 & September 4	August 21
October 2	September 18 & September 25	September 11
October 16	October 2 & October 9	September 25
October 30	October 16 & October 23	October 9
November 13	October 30 & November 6	October 30
December 11	November 27 & December 4	November 20