

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 next 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.)

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.

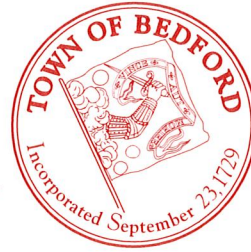
A very detailed summary of the ZBA processes is given on the Town of Bedford website, under Committees → Zoning Board of Appeals. Please do not hesitate to contact Christopher Laskey or Scott Gould in the Code Enforcement Department with any questions or concerns, 781-275-7446.

Sincerely,

BEDFORD ZONING BOARD OF APPEALS

ZONING BOARD 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

**APPLICATION TO APPEAR BEFORE THE
ZONING BOARD OF APPEALS**

- If this is a **TEARDOWN/REBUILD APPLICATION**, please refer to the *Teardown Submission Checklist* on Page 5.
- If this is an application for an **ADDITION OVER 600 SQUARE FEET ON A NON-CONFORMING LOT**, please refer to the *Additions Over 600 Sq. Ft. Submission Checklist* on page 6.
- If this is any other type of **SPECIAL PERMIT APPLICATION**, please refer to the *Special Permit Checklist* on page 7.
- If this is a **VARIANCE APPLICATION**, please refer to the *Special Permit Checklist* on page 7 but be sure to read the "Applying for a Variance" section on page 8.
- If this is a **SIGN APPLICATION**, please refer to the *Sign Submission Checklist* on Page 9.

I have reviewed the applicable checklist and certify that all necessary materials are included in this application package. I recognize that incomplete applications may not be accepted.

Name of Applicant _____

Address _____ Telephone No. _____

Applicant's Signature _____ Date _____

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
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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 (Teardown & Rebuild)
- Special Permit (Home Occupation)
- Special Permit (_____)
- Variance (please see "Applying for a Variance" section on Page 7)
- Comprehensive Permit ~ M.G.L. Ch. 40B, s. 20-23
- Appeal of Zoning Enforcement Officer's Decision

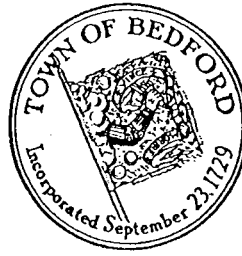
BRIEF DESCRIPTION OF REQUESTED RELIEF:

SIGNATURE OF APPLICANT _____

SIGNATURE OF OWNER (If different) _____

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

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/Commision) (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

TEARDOWN/REBUILD SUBMISSION CHECKLIST

A PDF scan and two (2) copies of the following items:

- ___ Two-page ZBA application
- ___ Certified plot plan by a qualified Registered Professional showing:
 - a. existing and proposed dwelling
 - b. setbacks
 - c. existing ground contour lines
 - d. proposed ground contour lines
 - e. proposed base elevation
 - f. adjusted base elevation (if applicable)
 - g. height of proposed structure(s), measured from base (or adjusted base) elevation to top of ridge
 - h. estimated seasonal high water table (ESWT)

See sample plot plan on page 10 of this application
- ___ Elevation drawings of proposed dwelling from all four sides (heights must be included)
- ___ Photos of existing house and of adjacent properties, including a wide angle photo capturing the property in question in relation to the abutting houses directly to the left, right, and rear of it
- ___ GIS map of neighborhood, showing abutters within the immediate vicinity

One (1) copy of the following items:

- ___ Abutter's list form with two sets of labels from the Assessor's office (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)

ADDITIONS OVER 600 SQ. FT. SUBMISSION CHECKLIST

A PDF and two (2) hard copies of the following items:

- ___ Two-page ZBA application

- ___ Certified plot plan by a qualified Registered Professional showing:
 - a. existing and proposed dwelling
 - b. setbacks
 - c. existing ground contour lines
 - d. proposed ground contour lines
 - e. proposed base elevation
 - f. adjusted base elevation (if applicable)
 - g. height of proposed structure(s), measured from base (or adjusted base) elevation to top of ridge
 - h. estimated seasonal high water table (ESWT)

See sample plot plan on page 10 of this application

___ Elevation drawings of proposed addition from all four sides (heights must be included) in relation to existing dwelling

___ GIS map of neighborhood, showing abutters within the immediate vicinity

One (1) copy of the following items:

___ Abutter's list form with two sets of labels from the Assessor's office (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)

SPECIAL PERMIT SUBMISSION CHECKLIST

A PDF scan and two (2) copies of the following items:

- Two-page ZBA application;
- If applicable, certified plot plan showing existing and proposed setbacks;
- If applicable, elevation drawings of proposed structure from all four sides;
- Any other documents you believe may help the Board better understand or support your case.

One (1) copy of the following items:

- Abutter's list form with two sets of labels from the Assessor's office (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).

APPLYING FOR A VARIANCE

It is important to understand that, under Massachusetts Law, the Zoning Board of Appeals must adhere to a very strict set of requirements. In order to grant you a Variance, the Board must find that the following four conditions are met:

- *There are circumstances relating to the soil conditions, shape, or topography of such land or structures (i.e., ledge, wetlands, extreme slope).*
- *Those circumstances especially affect the land or structures of the petitioner but do not affect generally the zoning district in which the land or structures are located (i.e., the lot has a large outcropping of ledge unique to your property)*
- *A literal enforcement of the provisions of the by-law would involve substantial hardship, financial or otherwise, to the petitioner.*
- *That desirable relief may be granted without substantial detriment to the public good and does not nullify or substantially derogate from the intent or purpose of the Bylaw.*

While the Board and your neighbors may all like the proposal, the burden is on you as the homeowner to prove to the Board that *all* of the above requirements have been satisfied.

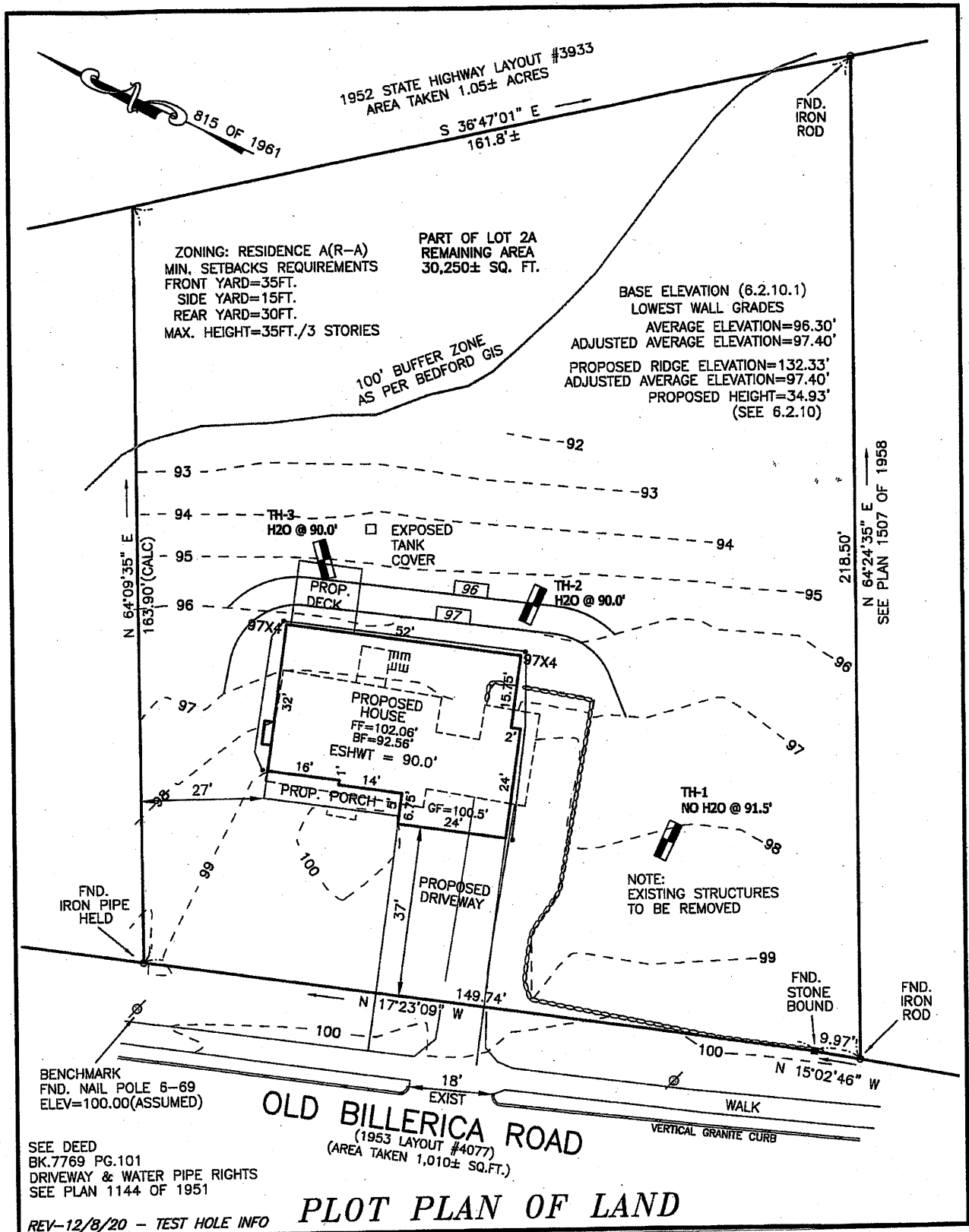
SIGN SUBMISSION CHECKLIST

A PDF scan and two (2) 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, including distance from property line.

One (1) copy of the following items:

- Abutter's list form with two sets of labels from the Assessor's office (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)



(Please note that the property information and surveyor information/stamp has been removed for privacy purposes)