



**Town of Nahant  
Zoning Board of Appeals  
Application**



Town Clerk Stamp

Project Address \_\_\_\_\_ (“Premises”)

Assessor Map(s) \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

**Owner Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (*home*) \_\_\_\_\_ (*cell*) \_\_\_\_\_

Email \_\_\_\_\_

**Petitioner Information** (*if different from Owner*)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (*printed*) \_\_\_\_\_ (*title*) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (*office*) \_\_\_\_\_ (*cell*) \_\_\_\_\_

Email \_\_\_\_\_

Brief Description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Relief Requested**

**Applicable Nahant Zoning By-Law Section No.(s)**

\_\_\_\_\_ Appeal/Enforcement Action \_\_\_\_\_

\_\_\_\_\_ Special Permit \_\_\_\_\_

\_\_\_\_\_ Variance \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Prior Relief Requested/Date: \_\_\_\_\_

\_\_\_\_\_

Please review the Nahant Zoning Bylaws and the Nahant Zoning Board of Appeals Rules and Regulations (view online at [www.nahant.org](http://www.nahant.org)) prior to filing.

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**Information Pertaining to the Premises**

**Zoning District(s):** \_\_\_\_\_

**Other Information:** \_\_\_\_\_

**Dimensional Requirements**

|                     | <b><u>Required/<br/>Allowed</u></b> | <b><u>Existing*</u></b> | <b><u>Proposed*</u></b> | <b><u>Action Necessary</u></b> |
|---------------------|-------------------------------------|-------------------------|-------------------------|--------------------------------|
| Use:                | _____                               | _____                   | _____                   | _____                          |
| Area of lot:        | _____                               | _____                   | _____                   | _____                          |
| Frontage:           | _____                               | _____                   | _____                   | _____                          |
| Lot Coverage:       | _____                               | _____                   | _____                   | _____                          |
| Floor Area Ratio:   | _____                               | _____                   | _____                   | _____                          |
| Height:             | _____                               | _____                   | _____                   | _____                          |
| Number of Stories:  | _____                               | _____                   | _____                   | _____                          |
| Front Yard Setback: | _____                               | _____                   | _____                   | _____                          |
| Right Yard Setback: | _____                               | _____                   | _____                   | _____                          |
| Left Yard Setback:  | _____                               | _____                   | _____                   | _____                          |
| Rear Yard Setback:  | _____                               | _____                   | _____                   | _____                          |
| Open Space:         | _____                               | _____                   | _____                   | _____                          |
| Off Street Parking: | _____                               | _____                   | _____                   | _____                          |
| Other:              | _____                               | _____                   | _____                   | _____                          |

The undersigned owner of the Premises requests a hearing before the Nahant Zoning Board of Appeals. The undersigned owner swears under the pains and penalties of perjury that the information contained in this application and accompanying documentation is true and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
Owner of Record (*owner must sign*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner (*if different from owner*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Department Official

\_\_\_\_\_  
Date

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\*This application was completed using the following plan(s):

1. Plan Title: \_\_\_\_\_ by (*architect/engineer*): \_\_\_\_\_ Dated: \_\_\_\_\_
2. Plan Title: \_\_\_\_\_ by (*architect/engineer*): \_\_\_\_\_ Dated: \_\_\_\_\_
3. Plan Title: \_\_\_\_\_ by (*architect/engineer*): \_\_\_\_\_ Dated: \_\_\_\_\_
4. Plan Title: \_\_\_\_\_ by (*architect/engineer*): \_\_\_\_\_ Dated: \_\_\_\_\_

**Application Instructions**

- Submit this signed application (*original and 13 copies*) along with the following items:
  - \_\_\_\_\_ Copy of order/denial being appealed.
  - \_\_\_\_\_ Certified plot plan.
  - \_\_\_\_\_ Architectural plans.
  - \_\_\_\_\_ Copies of all prior zoning relief.
  - \_\_\_\_\_ Check for application fee.
  - \_\_\_\_\_ Town Clerk's stamp.
- An abutters list is obtained by the Building Department Clerk and legal notice is prepared and posted with the Town and submitted to the Lynn Item for publication for two consecutive weeks prior to the hearing pursuant to M.G.L. c. 40A §11. The cost of the abutters list is included in the application fee.
- The cost of and publication of the legal notice in newspaper must be paid by the applicant directly to the Lynn Item prior to the hearing.
- Please sign the application and obtain the Town Clerk's Stamp prior to making your copies.
- A hearing date will be assigned only after a complete application is made.

**Certified Plot Plan**

All applications must include a Certified Plot Plan, prepared, signed and stamped by a Civil Engineer or Land Surveyor registered in the Commonwealth of Massachusetts. Thirteen (13) copies of the plan shall be provided; at least one of these must be a signed original. Plot plans shall be drawn at a scale of not less than 1" = 100' and shall have indicated thereon the following information:

1. The ownership of the parcel in question.
2. Street number of the Premises.
3. The location and dimensions of all existing and proposed property lines.
4. The location and dimensions of all existing and proposed buildings and/or alterations.
5. All abutting streets, roads or ways.
6. The front, side and rear setbacks for all existing and proposed buildings on the Premises.
7. The percentage of building coverage of the existing and proposed structures, the percentage of existing and proposed open space land, the existing and proposed floor area ratios, and proposed parking.
8. The location of any wetlands (*as defined in M.G.L.c.131, §40*).
9. If the Conservation Commission has not approved the proposed project, include a statement as to whether the proposed project is located in a flood hazard zone or buffer zone. (*if applicable*).
10. Any other physical conditions or circumstances which may have bearing on the application (*i.e. soil conditions, shape, topography, or location of septic system, wetlands or easements*).

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Plot plans should be no more than six (6) months old and submitted on sheets no larger than 11" x 17" whenever possible. If larger original sheets are submitted, reduced-size copies should also be provided.

**\*\*\* PLEASE NOTE: Mortgage Inspection Plans are not acceptable. \*\*\***

A Certified Plot Plan will not be required for applications that involve ONLY a request for special permits or variances under Town of Nahant Zoning By-Law USE REGULATIONS." The Board may, at its discretion, require a Certified Plot Plan before taking final action on any such application.

**Plans/Drawings**

All applications must include architectural plans/drawings as follows:

- a. For applications involving changes and/or additions to an existing building, the drawings shall include front, side and rear renderings or elevation drawings showing the proposed exterior changes to the structure including exterior dimensions and height. Floor plans, drawn to scale, shall also be provided for any floor where additions or alterations are proposed, showing all entrances and exits, windows, interior partitions and doorways, stairways, chimneys and any other pertinent features.
- b. For applications involving a proposed new structure, the drawings shall include front, side and rear renderings or elevation drawings showing the proposed exterior of the structure, including dimensions and height and all portions of the structure below grade. Floor plans, drawn to scale, shall also be provided for all floors in the proposed structure (and the total structure), showing all entrances and exits, windows, interior partitions and doorways, stairways, chimneys and any other pertinent features.

Thirteen (13) copies of all plans and drawings shall be provided. Plans should be no more than six (6) months old and submitted on sheets no larger than 11" x 17" whenever possible. If larger original sheets are submitted, reduced-size copies should also be provided.

Final detailed construction drawings are not required, but drawings submitted must be sufficient to clearly indicate the scope, scale and nature of the work being proposed. Drawings stamped by a Registered Architect or Engineer are required for Controlled Construction only, per Mass. Building Code (780 CMR).

**\*\*\* PLEASE NOTE: Final construction may not deviate from the plans approved by the ZBA. \*\*\***

When the ZBA grants a variance or special permit, such approval is conditioned upon conformance with the exterior features of the plans and drawings approved at the hearing by the board. Therefore, when applying for the building permit for the approved project, the plans **MUST** be the same plans as those approved by the board.

Additional Hearings Required:

|                         |           |          |
|-------------------------|-----------|----------|
| Conservation Commission | _____ Yes | _____ No |
| Historic Commission     | _____ Yes | _____ No |
| Planning Board          | _____ Yes | _____ No |
| Board of Health         | _____ Yes | _____ No |