



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



Town Clerk Stamp

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

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

**Owner Information**

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

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

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

\_\_\_\_\_

\_\_\_\_\_ Special Permit Short Term Rental

\_\_\_\_\_

\_\_\_\_\_ 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/ 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:	_____	_____	_____	_____

\*This worksheet 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: \_\_\_\_\_

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**Application Instructions**

**For all applications EXCEPT Special Permit for Short Term Rental:**

- Submit this signed application (*original and 12 copies*) along with the following items:
  - \_\_\_\_\_ Copy of order/denial being appealed.
  - \_\_\_\_\_ Certified plot plan; please see plot plan requirements below.
  - \_\_\_\_\_ Architectural plans; see architectural plan requirements below.
  - \_\_\_\_\_ Copies of all prior zoning relief.
  - \_\_\_\_\_ Check for application fee.
  - \_\_\_\_\_ Town Clerk's stamp.
- An abutters list is obtained by the Building Department Clerk; the cost of the abutters list is included in the application fee.
- A legal notice is prepared and posted with the Town and submitted to the Lynn Item for publication for two consecutive weeks before the hearing pursuant to M.G.L. c. 40A §11. The applicant must pay the publication cost directly to the Lynn Item.
- Please sign the application and obtain the Town Clerk's Stamp before making copies.
- A hearing date will be assigned only after receiving a complete application.
- Note that the Town of Nahant Zoning By-laws require that other town boards have an opportunity to review and comment on any applications for relief; therefore, pursuant to M.G.L. c. Under 40A § 11, a hearing will be scheduled after a thirty-five (35)- day review period.
- All fees must be paid in full, including the cost to the Lynn Item for advertising, before the hearing date.

**For applications for Special Permit for Short Term Rental ONLY:**

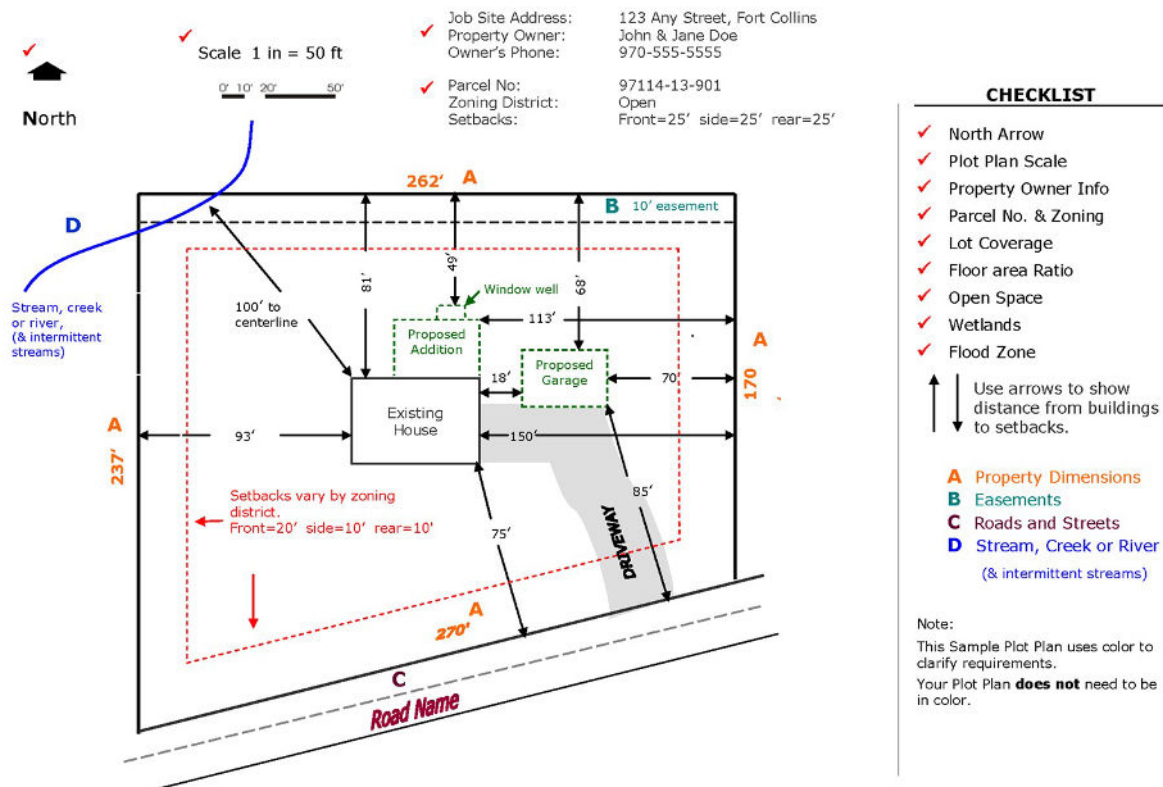
- Submit this signed application (*original and 12 copies*) along with the following items:
  - \_\_\_\_\_ Certified plot plan; please see plot plan requirements to follow.
  - \_\_\_\_\_ Plan, picture, or hand-drawn sketch of property.
  - \_\_\_\_\_ Copies of all prior zoning relief.
  - \_\_\_\_\_ Check for application fee.
  - \_\_\_\_\_ Town Clerk's stamp.
- An abutters list is obtained by the Building Department Clerk; the cost of the abutters list is included in the application fee.
- A legal notice is prepared and posted with the Town and submitted to the Lynn Item for publication for two consecutive weeks before the hearing pursuant to M.G.L. c. 40A §11. The applicant must pay the publication cost directly to the Lynn Item.
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**Certified Plot Plan**

All applications must include a Certified Plot Plan, not less than six (6) months old, prepared by a Civil Engineer or Land Surveyor registered in the Commonwealth of Massachusetts. A plot plan is an accurate boundary survey of a parcel of land and shows all the structures on it, required building setbacks from the Town of Nahant Zoning Bylaws, any easements or rights-of-way that would affect building on the parcel, and any proposed structures or additions. A plot plan protects the property owner by providing legal proof that the proposed improvements comply with zoning requirements; if violations exist, it provides the information needed to either revise the design to comply or request relief from the Zoning Board of Appeals. See Fig. A Sample Plot Plan.

**Sample Plot Plan**



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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 for **existing** and **proposed** structures:

1. The ownership of the parcel in question.
2. All abutting streets, roads, or ways.
3. The location and dimensions of all property lines.
4. The location and dimensions of all parking.
5. The front, side, and rear setbacks and distances to said setbacks and property lines from any structures.
6. The percentage of lot (building) coverage.
7. The floor area ratios (if not included on architectural plans).
8. The open space.
9. The location of wetlands (as defined in MGL Chapter 131, Section 40).
10. The Flood Zone designation (if any), and the date of the corresponding Flood Insurance Map,
11. Any other physical conditions or circumstances which may have affected the application (*i.e., soil conditions, shape, topography, or location of septic system, wetlands, or easements*).

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.

**Architectural Plans.** Plans prepared and stamped by a Registered Architect or Engineer are required for a Nahant Zoning Board of Appeals application.

- a. Architectural plans submitted must be sufficient to clearly indicate the scope, height, and nature of the work being proposed, and must contain all exterior dimensions. For applications involving changes and/or additions to an existing building, the plans shall include front, side, and rear renderings or elevations that show the proposed exterior changes to the structure, as well as all exterior dimensions. 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, ceiling height, and any other pertinent features.
- b. Exterior elevations must show building height as defined in the Nahant Zoning Bylaws, see Fig. A Example of Exterior Elevation, below.

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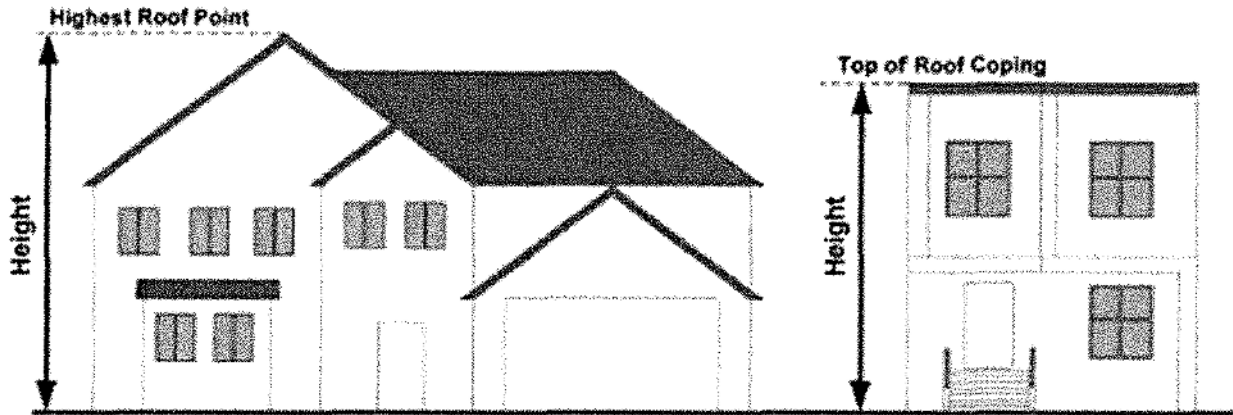


Fig. A Example of Exterior Elevation

- c. For applications involving a proposed new structure, the plans shall include front, side, and rear renderings or elevation plans showing the proposed exterior of the structure with all exterior dimensions, including all portions of the structure below grade. Floor plans, drawn to scale, shall also be provided for all floors in the proposed structure, showing all entrances and exits, windows, interior partitions and doorways, stairways, chimneys, ceiling height, and any other pertinent features.

Thirteen (13) copies of all plans 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.

**\*\*\* PLEASE NOTE: Final plans may not deviate from those 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 approved at the hearing by the board. Therefore, when applying for the building permit for the approved project, the dimensions shown on the plans may not vary from those approved by the board.

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Additional Hearings Required:

Conservation Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Historic Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Planning Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board of Health	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Town of Nahant  
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The undersigned Owner of Record, or Petitioner, (the “Applicant”) requests a hearing before the Nahant Zoning Board of Appeals.

Under the pains and penalties of perjury, the owner swears that the information in this application and accompanying documentation is true and accurate to the best of his/her knowledge and belief. The undersigned further acknowledges the following fees:

1. Application fee of \$400 payable to the “Town of Nahant” to accompany this application
2. Advertising fee is separate and paid directly to the Lynn Item for publication of the legal notice, and
3. Recording fee paid to the Commonwealth of Massachusetts for recording of the decision (if granted) at the Salem Registry of Deeds.

APPLICANT

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date