Town of Groveland
Zoning Board of Appeals
Application

183 Main Street, Groveland MA

Application: If this Application is incomplete or missing any information, it will not be accepted by the Department Staff; therefore, we strongly recommend that you set an appointment with the Department Staff to review the application for completeness prior to submission. If it is submitted to Town Clerk and is incomplete the Zoning Board Staff person will reject the application. Bylaws are located on Town Website. **DO NOT MANIPULATE IF DOWNLOADING FROM WEBSITE.**

For Town Use
Reviewed for completeness by:
Date:
Application #:

LOCATION

Location: _____
Address

Assessor's Records: _____
Map Lot Zoning District

APPLICANT

If the applicant is not the owner, please provide documentation from the owner of the property allowing the applicant to act as the agent.

Primary Applicant: ☐ Owner ☐ Lessee ☐ Buyer

Name: _____

Address: _____

Phone: _____ Email: _____

Secondary Applicant: ☐ Co-Applicant ☐ Representative

Name: _____

Address: _____

Phone: _____ Email: _____

Owner: *(if different from applicant)*

Name: _____

Address: _____

Phone: _____ Email: _____

PROJECT DESCRIPTION & INFORMATION

Process Sought:

☐ Application is hereby made for a **Variance** from the requirement of the Groveland Zoning Bylaw Chapter 50, Section (s)_____and M.G.L Ch. 40A §10.

☐ Application is hereby made for a **Special Permit** from the requirement of the Groveland Zoning Bylaw Chapter 50, Section (s)_____and M.G.L. Ch. 40A § 9.

☐ Appeal made by a person aggrieved by the inability to obtain a permit or enforcement action from the Building Inspector under Groveland Zoning Bylaw Chapter 50, Section 14-2 and MGL c. 40A.

Project Type: *(Check all that apply)*

- ☐ Use Regulation *Article 4*
- ☐ Non-Conforming Use *Article 5*
- ☐ Non-Conforming Structure *Article 5*
- ☐ Wireless Communication Facility *Article 6 Section 3*
- ☐ Non-Conforming Lot *Article 8*
- ☐ Building Inspector Appeal *Article 14 Section 2*
- ☐ Variance *Article 14 Section 7*
- ☐ Other: *(If other please explain below)*

_____

_____

_____

Brief description of proposed work or use, or nature of relief requested. *(Attach letter if necessary)*

_____

_____

_____

Prior Filings: File number, or Registry of Deeds book and page, of any previous appeal or permit issued by the Zoning Board of Appeals, Planning Board or Conservation Commission on these premises:

_____

_____

Dimensional Information:

All information should be measured and calculated in accordance with the Zoning Bylaws; the information shall be based on architect/engineer/surveyor prepared plans and/or calculations.

Requirements per Zoning District Zoning District: _____	**Existing**	**Proposed**
Lot Area *(sqft)*:		
Lot Frontage *(ft)*:		
Front Yard Setback *(ft)*:		
Site Yard Setback #1 *(ft)*:		
Site Yard Setback #2 *(ft)*:		
Rear Yard Setback *(ft)*:		
Height *(ft)*:		

If the existing property, structure(s), and/or uses DO NOT conform to the current Zoning Bylaw, please describe what characteristic is non-conforming and when the lot, structure, or use began.

_____

_____

_____

SPECIAL PERMIT

(Only complete if filing for a Special Permit)

Special Permit Type Sought:

- ☐ Table of Uses
  Article 4 Section 5
- ☐ Non-Conforming Use, Lot or Structure
  Article 5
- ☐ Wireless Communication Facility
  Article 6 Section 3
- ☐ Registered Marijuana Dispensary
  Article 7 Section 4
- ☐ Sign Regulations
  Article 11

PLEASE BE SURE TO REVIEW THE SPECIFIC REQUIREMENTS
FOR EACH OF THE ABOVE FILING TYPES IN THE ZONING BYLAW.

In addition to the specific requirements outlined in each Special Permit type, all Applicants must prove they meet the seven criteria listed in Article 14 Section 6(A). The criteria are listed below with space for an explanation, but if more space is required, please submit supporting documentation.

Criteria:

1) Social, economic, or community needs which are served by the proposal:

_____

_____

_____

2) Traffic flow and safety, including parking and loading:

_____

_____

_____

3) Adequacy of utilities and other public services:

_____

_____

_____

4) Neighborhood character and social structures:

_____

_____

_____

5) Impacts on the natural environment:

_____

_____

_____

6) Potential fiscal impact, including impact on Town services, tax base, and employment:

_____

_____

_____

7) Consistency with the Town of Groveland Community Development Plan or the Town of Groveland Master Plan:

VARIANCE

(Only complete if filing for a Variance)

Variance Sought:
Please list the specific section of the Zoning Bylaw in which you are seeking a variance for:

NOTE: Section 14.7(D) prohibits the granting of use variances.

All Applicants must prove they meet the three criteria listed in Article 17 Section 7(A). If the Applicant cannot meet these three criteria they will not be considered for a variance. The criteria are listed below with space for an explanation, but if more space is required, please submit supporting documentation.

1) Owing to circumstances related to soil, shape, or topography conditions of the land or structures, specifically affecting the land or structure but not generally the rest of the zoning district in which it's located:

2) A literal enforcement of the Bylaw will cause substantial hardship, financial or otherwise:

3) Relief can be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of the Bylaw:

APPLICATION CHECKLIST

Please submit a completed and signed Application to the Zoning Board Staff and make an appointment with Board Staff prior to making copies.

- ☐ **Application Fee -** See Appendix A *(made payable to the Town of Groveland).*
- ☐ **Copy of Deed**
- ☐ **Property Card** - From the Assessor's Office.
- ☐ **Abutters List for a 300 ft radius of the property** - Certified by the Assessor's Office within the last 6 months.
- ☐ **Stamped and Addressed Mailings** - See Appendix B
- ☐ **All Prior ZBA, Planning Board, or Conservation Commission Decisions**
- ☐ **Letter of Authorization** - To represent the owner/applicant *(if using representative or attorney).*
- ☐ **Denial Letter from Building Inspector** *(for Variance and Building Inspector Appeals only).*
- ☐ **Plot Plan** - Depending on the application, a certified plot plan may be required. Please consult with Board Staff. Requirements for the plot plan are listed in Appendix C.
- ☐ **Floor Plan** - Depending on the application, a certified floor plan may be required. Please consult with Board Staff
- ☐ **Electronic Copy of All Documentation**
- ☐ **DO NOT INCLUDE/PRINT APPENDIXES IN APPLICATION THAT GETS SUBMITTED TO THE BOARD**

Legal Notice & Abutter Notification

The Zoning Board of Appeals shall provide the Applicant with a copy of a Legal Notice which shall also be used the Abutter Notification.

Notice of the Applicant's public hearing will be published in the Eagle Tribune once in each of two successive weeks, the first publication to be not less than 14 days before the date of the hearing. The Board will prepare the legal notice; the applicant is responsible for submitting the legal notice to the newspaper for publishing and providing payment to the newspaper.

It is the Board's Policy that the Applicant shall be responsible for proper notification of Abutters. Abutter Notification shall be accomplished with Certified Mail/Return Receipt Requested. The actual return receipt shall be submitted to the Board at the start of the first public hearing. Failure to provide proof of Abutter Notification at the first meeting shall deem the meeting to be improperly noticed and shall be canceled. In such an event, the Applicant shall be allowed to withdraw the application for re-submittal at a later date. All costs associated with re-submittal shall be the responsibility of the Applicant, including legal advertisements.

In addition to abutter notification, the Applicant shall send notice of the application to all municipalities abutting the Town of Groveland. The notice to abutting towns does not need to be sent certified mail; Town of Boxford Planning Board 7A Spofford Road Boxford, MA 01921, Town of Georgetown Planning Board 1 Library Street Georgetown, MA 01833, City of Haverhill Planning Board City Hall, Room 201 4 Summer Street Haverhill, MA 01830, Town of Newbury Planning Board Town Hall 12 Kent Way Byfield, MA 01922, Town of West Newbury Planning Board 381 Main Street West Newbury, MA 01985.

SIGNATURES

I/We hereby request a hearing before the Groveland Zoning Board of Appeals for the indicated relief. I/We certify that I/we have read and examined this Application and all the materials submitted that all of the information contained therein or provided therewith is true and correct.

Applicant:

Signature: _____

Printed Name: _____

Owner of Record:

Signature: _____

Printed Name: _____

It is the Applicant's responsibility to assure that all legal requirements are satisfied, and all showings are made. The Applicant is encouraged to review the By-Law in its entirety (available on town website).

APPENDIX A

Schedule of Fees
Special Permit/Variance: $400.00
Appeal of the Decision of the Building Commissioner: $275.00

APPENDIX B

Mailing Requirements
The Applicant will provide a set of mailing labels to the Zoning Board of Appeals to be used by the Board to mail the Decision to the abutters. The Applicant is responsible for submitting stamps (or stamped envelopes if the Applicant has access to a mailing machine) for each abutter to the Zoning Board of Appeals for the Decision. The Zoning Board of Appeals will assemble the mailing and mail accordingly.

APPENDIX C

Plot Plan Requirements
Plan shall be Certified (Stamped & Dated) by a registered land surveyor/engineer to include the location and dimensions of all existing and proposed buildings. Also front/rear/side yard setbacks and setback distances (setbacks from building/s to all lot line/s for all structures); Elevations for the front/rear/side showing measurements of the height of the existing and proposed structures using the definition of Building Height in the Zoning Bylaw; A scale measurement, with compass drawing showing North Arrow on the plan with the address of the property and names and addresses of the owner and the name of the person/ entity preparing the plan with the date of the plan. MORTAGE SURVEY PLANS or SEPTIC PLANS ARE NOT ACCEPTABLE, you should have a survey/certified plot plan. Any additions or updated Plans MUST be submitted to Board Staff two weeks Prior to the hearing date.