



Town of Saugus
Zoning Board of Appeals
Application for Public Hearing
Saugus, Massachusetts 01906
617/231-4113

Owner/Business name: _____ Assessors: old Lot # _____

Address: _____ Plan # _____

City, State, Zip _____ Phone # _____

Number of Families: _____ # of Stories: _____ Height: _____ # of rooms: 1st floor _____ 2nd floor _____ 3rd _____

Zoning District: _____ Is property located within 100 feet of wetlands? _____ Within _____ feet.

Square footage of Lot _____ Frontage _____ Rear Yard _____ Left _____ Right _____

Do existing structures on lot cover more than 25% _____ If yes, what % _____

Photograph and certified plot plan drawn to scale must accompany application showing existing and proposed

Hearing requested for: Variance _____ Special Permit _____ Appeal _____ 40B-Comp Permit _____
Ch. 40A Sec. 10 Ch. 40A Sec 9 Ch. 40A Sec. 8

Nature of Request:

All proposed structures and/or additions must be clearly staked out on lot at time of filing petition.

Date permit was refused _____ Applicable section of zoning by-law: _____ Section & Page # _____

Appeal must be filed within 30 days from date of refusal

List all prior Board of Appeals actions relating to this property, if any.

Must have signature of property owner or legal representative.
I, the undersigned owner/representative affirm that the foregoing
statements are true of fact to the best of my knowledge & belief.

Please print name and date

Signature of Applicant

Building Inspector's declination and/or comments:

Town of Saugus Zoning Board of Appeals Instructions for Filing for a Public Hearing

1. The petition for a variance, special permit or appeal, as applicable, must be filed in the name of the record owner of the property for which approval is being sought.
2. It is imperative that the proper lot numbers and map numbers be inserted in the blanks provided, and that these agree with the plans on file in the Assessor's Office where this information may be verified.
3. Under "nature of request" on the petition, state briefly what you propose to do with your property and/or home which would come into conflict with the requirements of the Saugus Zoning By-laws; or that required a special permit allowed in those by-laws; or that otherwise does not agree with the decision of the Saugus Building Inspector. (If petitioner is in doubt about which applies, he/she should consult with the Building Inspector.
4. To requires a relief from the Board of Appeals, it is necessary that a permit be denied by the Building Inspector, he will confirm his declination in writing to the B.O.A. (see declination at the bottom of the application).
5. To substantiate the granting of a **variance** under Massachusetts General Law Chapter 40A, the petitioner must prove **all of the following conditions**:
 - A. There must be circumstances relating to soil conditions OR shape OR topography of the land or structure.
 - B. Such circumstances must be found to be especially affecting such land or structures but not affecting generally the zoning district in which the property is located;
 - C. That a literal enforcement of the zoning by-law would involve substantial hardship, financial or otherwise to the petitioner.
 - D. That desirable relief may be granted without substantial detriment to the public good and/or without nullifying or substantially derogating from the intent and purpose of the zoning by-laws.
6. To substantiate the granting of a special permit under Massachusetts General Law Chapter 40A, the petitioner must show that he meets all applicable guidelines given in the Saugus zoning by-laws for the change, extension, or use proposed.
7. To substantiate an appeal of an order or decision of the Building inspector under MGL Chapter 40A, attach a copy of that decision and show how it violates the zoning by-laws or the Town of Saugus.
8. The petition must be accompanied by (8) eight copies of a certified plot plan of the lot, drawn to scale, showing dimensions of the lot and location and size of any building or structures already on the lot, or to be erected there. **Certified Plot Plan must be unaltered and be no more than (5) five years old.**
9. **The proposed structure and/or addition(s) must be staked out on the lot before the Boards site visit. We also require that at least one photograph showing lot or structure accompany this petition.**
10. The petition form, in duplicate, together with plot plans, photographs and the Building Inspector's declination, (if applicable) must be filed with the appropriate fees (Zone R1, R2 & R3 - \$75.00. All other zoning districts - \$300.00) to cover expenses of the public hearing process, all of which must be filed with the Board of Appeals Clerk. The public hearing will be advertised for two consecutive weeks prior, in a newspaper of the Board's choosing, to the meeting which is normal held on the fourth Thursday of each month at the Town Hall Annex, 25 Main St. at 7:00 pm.

Questions should be directed to the Board of Appeals Clerk, Stephanie Puracchio at 781-231-4129

**FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS WILL
CONSIDERABLY DELAY THE PROCESSING OF YOUR PETITION.**