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 _____ *Ch. 40A Sec. 10* Special Permit _____ *Ch. 40A Sec 9* Appeal _____ *Ch. 40A Sec. 8* 40B-Comp Permit ____

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 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 Accessors' 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 requires 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 request 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 bottom of 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 involved 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 of 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 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 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 in the Board of Appeals Clerks office. The public hearings will be advertised in the Saugus Advertiser for two consecutive weeks prior to the meeting which is normally held on the fourth Thursday of each month at the Saugus Public Library, 295 Central St., (Taylor Street Entrance) at 7:00 p.m.

Questions should be directed to the Board of Appeals Clerk, Ms. Jackie Howard at 231-4113.

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