



**Town of Manchester-by-the-Sea
Zoning Board of Appeals**

Please review the accompanying “Application Instructions and Information” before completing this application. Please refer to Documents Required on page 4.

APPLICATION

Applicant Name: _____

Applicant Address: _____

Property Address (if different): _____

Owner Name (if different): _____

Applicant Phone: _____ Email: _____

Fee Paid: _____

Zoning District: _____ Assessors Map No: _____ Existing Use: _____

Location of any contiguous land owned by owner: _____

Is the property location within the *Water Resources Overlay Protection District*? Y / N (If yes, *Planning Board relief may be required under section 10.3 of the Zoning Bylaw.*)

Application Concerns: (Check all that apply)

- Appeal of an Administrative Decision (See page 3, #1)
- Special Permit: Swimming Pool or Sports Court (See page 3, #2)
- Special Permit: Flood Control District (See page 3, #3)
- Special Permit: Pre-existing, Non-conforming Lots, Structures, or Uses District D (See page 3, #4)
- Special Permits: Other (See page 3, #5)
- Variance (See page 4, #6)
- Change of Use (See page 4, #7)



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Description of Request:

For Special Permits and Variances complete the following table with information relevant to your application. (See section 5.4 of Zoning Bylaws)

CATEGORY	EXISTING CONDITIONS	REQUESTED CONDITIONS	ZONING REQUIREMENTS
Lot Size - Sq. Ft.			
Gross Floor Area - Sq. Ft.			
Lot Width - Ft.			
Lot Frontage - Ft.			
Front Setback – Ft.			
Side Setback – Ft.			
Rear Setback – Ft.			
Building Ht. – Ft.			
Structures Lot Coverage – Sq. Ft. & %			
Total Structures and Impervious Surface Coverage – Sq. Ft. & %			



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The Board of Appeals reserves the right to require additional drawings or information and to continue the hearing on this application until adequate information is provided.

It is in the best interest of the Applicant to provide as much information as may be necessary for the Board to conduct a full review of the Applicant's proposal as it pertains to the Zoning Bylaws. Applicants are strongly encouraged to seek advice from the Town Building Inspector and to consult with relevant professionals to ensure the timely resolution to their application.

Applicants are required to obtain any additional reviews and approvals from any other Town Boards or Committees that may be required by law.

Applicant Certification:

I hereby certify that I have reviewed the accompanying "Application Instructions and Information" and that the information contained in this application and supporting materials are accurate to the best of my knowledge.

Applicant Signature: _____

Applicant Printed Name: _____ Date: _____

Relationship to Applicant (*if different*): _____



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APPLICATION INFORMATION AND INSTRUCTIONS

Below is information typically required to fully review and make a legally binding decision on your project. Applicants should review the applicable bylaws and provide the noted documents together with the application. If the necessary information is not submitted with the application, the hearing may have to be continued.

For items 2 through 6, a certified surveyor's site plan is not necessarily required to be submitted with the application. However, if such a plan is not provided it may later be required by the Board, should the Board consider it necessary to fully consider the application. Please submit as accurate a site plan as possible so that the Board can determine the exact location of any proposed construction.

Provide a geographic information system (GIS) map by going to the Town website (Manchester.ma.us), selecting "Maps & Parcels", locate your property, use the zoom option to illustrate your property including at least *two* neighboring properties in all directions.

1. APPEAL OF AN ADMINISTRATIVE DECISION:

- a. Provide copies of any documentation regarding the decision being appealed, including the decision itself, and any written requests for the decision.

2. SPECIAL PERMIT FOR SWIMMING POOLS OR SPORTS COURTS:

- a. 2.0, 4.2 and 12.5 of the Zoning Bylaw and Article X, Section 32 of the General Bylaw.
- b. Provide a narrative addressing Section 12.5.2, all items, of the Zoning Bylaw.
- c. Provide a site plan illustrating the following: lot and setback lines, distances from pool to lot and setback lines, closest neighboring buildings, length, height and location of fencing.
- d. Describe any walkways, patios, fencing, lighting, and any other accessory items to be constructed with the proposed pool or court.

3. SPECIAL PERMIT FOR LOT WITHIN A FLOOD CONTROL DISTRICT:

- a. Review sections 10.1 and 12.5 of the Zoning Bylaw.
- b. Provide a site plan illustrating the following: lot lines, dimensions of non-pervious areas, lot area and any proposed topographical changes.
- c. Provide narrative explaining any measures taken to control water on the property, both now and in the future.



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4. SPECIAL PERMIT FOR PRE-EXISTING, NON-CONFORMING LOTS, STRUCTURES OR USES:

- a. Provide a site plan illustrating the following: building footprint dimensions, distances to lot and setback lines, and if relevant, lot coverage by structures, total impervious areas, zoning district lines, and topography.
- b. Provide elevations illustrating the following: building height, materials to be used, and proposed grade lines.
- c. Provide narrative addressing Section 12.5.2, all items, of the Zoning Bylaw.
- d. For District D2 applications, provide narrative addressing factors set forth on Section 4.2, note 3.

5. OTHER SPECIAL PERMITS (*Such as those required by Sections 9.1 – accessory units and 4.2 – garaging and doctors offices*):

- a. Provide narrative addressing section 12.5.2, all items of the Zoning Bylaw.
- b. Provide site plan illustrating the following: all buildings on the lot, distances to lot and setback lines, and if relevant, lot coverage by structures, total impervious areas, zoning district lines and topography.

6. VARIANCE:

- a. Explain the substantial hardship(s) for which relief is being requested.
- b. Provide all items listed in item #4.
- c. Provide floor plans and/or elevations if necessary to understand why proposed work is desirable.
- d. Provide documentation of any soil conditions, topographical information, and/or other matters relevant to alleged hardship.

7. CHANGE OF USE:

- a. Provide a narrative addressing Section 7.1, 7.2, and 7.4.
- b. Provide a narrative addressing Section 12.5.2, all items.



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FEES:

Special Permit, Variance or Appeal:	\$1,000
Comprehensive Permit:	\$1,500

DOCUMENTS REQUIRED:

Please provide an original and nine (9) copies of the entire application, narrative and all plans/drawings submitted including a scanned email copy of the entire application and plans/drawings to bianchis@manchester.ma.us.

The application, narrative, and list of plans/drawings submitted should be 8.5" x 11", and all the plans and drawings should either be legal size or 11"x17" but no larger. Larger plans/drawings can be presented by the Applicant or Applicant's representative at the Zoning Board meeting.

SITE VISIT:

Schedule

March-October: Tuesday prior to Public Hearing starting at 5 PM.

November - February: Saturday prior to Public Hearing starting at 9:30 AM.

Please review agenda posted online of order of visits. Each visit takes 15-20 minutes. Applicants or their representative should attend to answer basic questions. The structure footprint should be marked. The purpose of the site visit is to obtain a basic understanding of the site conditions relating to the application. A site visit is not a public hearing and presentations, and substantive discussions must be reserved for the public hearing.

PUBLIC HEARING:

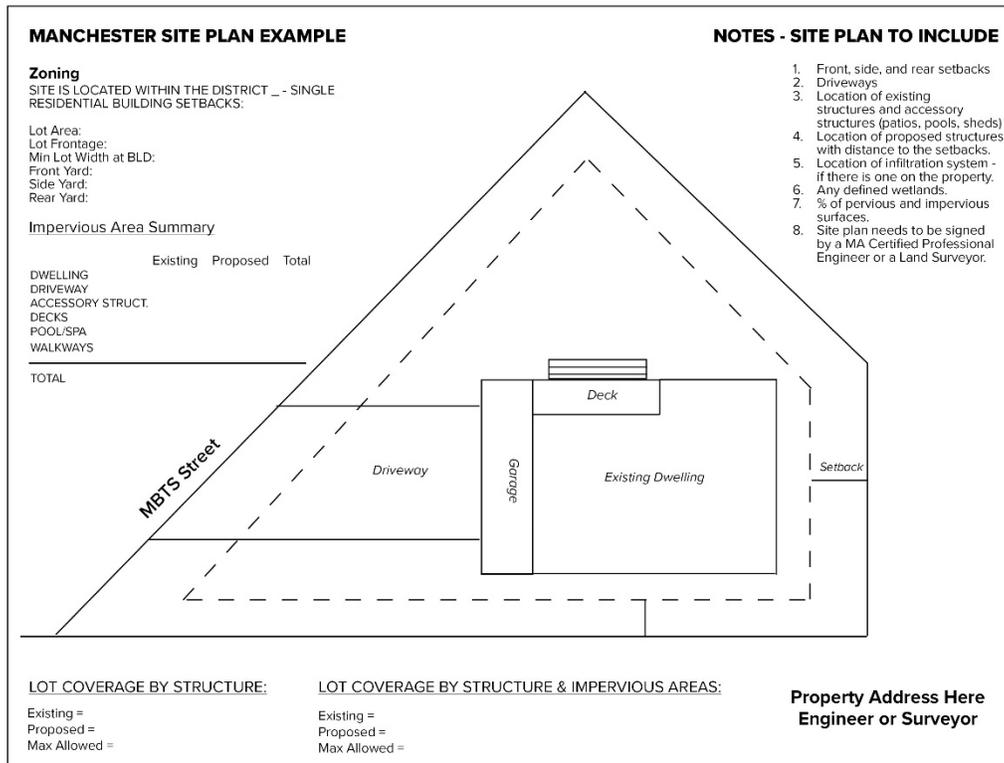
The hearing date will be scheduled by the Board and it will be advertised at least two (2) weeks prior to the hearing. It is usually the 3rd Wednesday of each month but is subject to change. The Applicant and/or Representative must attend.



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DECISION AND TIMELINE:

Applicants will be notified when the Board files its decision. A twenty (20) day appeal period will commence upon the date of filing. Prior to the expiration of the appeal period, Applicants may apply for a building permit with the Building Inspector and begin work as instructed by the Building Inspector, subject to the outcome of any appeal. A decision by the Board does not mean that other approvals are not necessary from other Boards or Committees.



8. SITE PLANS

A site plan submitted for filing with a decision should illustrate the following minimum information: All lot lines, neighboring streets, setbacks, parking spaces (drawn to scale and labeled), address of project, applicant contact information, and a graphic scale. Fully dimension any proposed building additions or modifications identifying existing and proposed conditions.