

For Town Use:

Application Information: _____ Street _____ Applicant _____ Date	Hearing Date: _____ Continuances: _____ _____ Panel: _____ (Leader) _____ _____ _____ _____	Reviewed by Board Staff: _____ Fee Paid: _____	Receipt by Town Clerk: _____
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Town of Lincoln
ZONING BOARD OF APPEALS

Application

All Applications are to be submitted to Board Staff.

Applications will not be considered duly filed until all required information, submittals and payments have been provided by the Applicant, reviewed by Board Staff and filed with the Town Clerk.

See **Information and Instructions for Applicants** for instructions on completing this Application, and for information on the procedures and steps involved in seeking zoning relief from the Zoning Board of Appeals.

1. Location

Address: _____
No. Street

Assessor's Records: _____
Map Block Lot

2. Applicant

Name(s): _____
Applicant is: ___ Owner of Record ___ Other: _____
Name of Owner of Record (if not the Applicant): _____

Contact Information: Address: _____
Phone: _____ Email: _____
Representative (if any):
___ Attorney ___ Architect ___ Builder ___ Other: _____
Name: _____
Company/Address: _____
Phone: _____ Email: _____

3. Application

General Description of Proposal: _____

Application is for: ___ Special Permit ___ Variance ___ Appeal ___ Other: _____

Applicable Sections of Zoning By-Law: _____

Specific Nature of Relief Requested: _____

4. Zoning Information

Zoning District: _____

Other Required

Permits/Approvals: ___ Planning Board ___ Historic Commission ___ Conservation Commission ___ Board of Health

Other: _____

(please submit copies of any other permits and approvals or findings that have been obtained for the Proposal)

5. Attachments/Submissions

To constitute a complete Application, each of the following items shall be submitted, together with the Application:
See Information and Instructions for Applicants.

Property Information

- **Assessors Card** for the Property.
- **Lincoln GIS Map** printout showing the Property and its general vicinity (including adjoining properties).

Statement

A detailed **Statement** describing the Project and the zoning issues it raises, and addressing each of the statutory requirements for the relief requested, as provided in the Zoning By-Law, and stating how the Applicant's Proposal meets each of those requirements.

Applicants for a **Special Permit** should provide a statement addressing the Standards for a Special Permit.

Applicants for a **Variance** should provide a statement addressing each of the Standards for a Variance.

Applicants for an **Appeal** should provide a statement describing the action being appealed and the basis for the appeal.

Zoning Worksheet

A fully completed **Zoning Worksheet**.

Plans

- **Survey or Plot Plan** (showing existing conditions and proposed, and all setback and other dimensions).
- **Floor Plans** (both existing and proposed).
- **Elevations** (both existing and proposed).

Where appropriate, Plans should include graphic overlays depicting existing conditions as compared to proposed.

Existing Approvals/Filings

- Copies of any existing zoning approvals, if any - **Special Permits, Variances, Site Plan Reviews** etc.
- Copies of any Historical Commission filing, if any – **MHC Inventory Form**.

Other Materials, relevant to the Application

6. Hearing Request

I/We hereby request a hearing before the Lincoln Zoning Board of Appeals for the indicated relief.

I/We certify that we have read the **Information and Instructions for Applicants**, understand same and have complied with its requirement to the extent reasonably possible.

I/We certify that I/we have read and examined this Application (pages 1 through 3) and all the materials submitted, that all of the information contained therein or provided therewith is true, complete and correct.

APPLICANT'S SIGNATURE:

Signed: _____

Date: _____

OWNER OF RECORD:

(if not the Applicant, and if not an Appeal)

Signed: _____

Date: _____

[further content on next page]

Application Checklist:

The following items should be confirmed as submitted with the completed and signed **Application:**
(the Applicant should check-off the items that are included with this Application)

- _____ Application Fee (check, made payable to the **Town of Lincoln**)
[for Special Permits, Variances and Appeals: \$200 / for Renewals: \$150]
- _____ Assessors Card
- _____ Lincoln GIS Map, showing Property and vicinity
- _____ Statement
- _____ Zoning Worksheet
- _____ Survey or Plot Plan
- _____ Floor Plans
- _____ Elevations
- _____ Copies of Existing Permits and Approvals
- _____ Copies of any Historical Commission Filings
- _____ Other Materials submitted: _____

As is required by applicable law, the Board will be notifying all neighbors and abutters of the Property of this Application. Please advise as to whether you have discussed the Project with your neighbors and/or provided them with copies of your proposal and plans for the Project:

- We have discussed the Project with our neighbors
- We intend to discuss the Project with our neighbors prior to the Hearing
- We will not be discussing the Project with our neighbors

NOTES:

Ten (10) copies of the complete Application (with all attachments, submittals and plans), are to be submitted to Board Staff.

Please note that other or additional submittals or plans may be required by the Zoning Board of Appeals in connection with their review and consideration of the Application.

Please also note that certain submittal requirements may be waived if, given the nature of the Proposal, the waived information would not be germane to the decision or would be unjustified in light of the scale, location or other attributes of the Proposal.

GENERAL:

The contents of this Application are intended to assist the Applicant in applying for zoning relief from the Zoning Board of Appeals. They are not intended to replace or override the provisions of Chapter 40A of the Massachusetts General Laws or the By-Law, or to replace sound legal advice. If there is any inconsistency between this Application and MGL Chapter 40A or the By-Law, the provisions of the By-Law and Chapter 40A control.

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, and to consult with counsel and obtain its own legal advice regarding the Application.