

TOWN OF HINGHAM

Board of Appeals



ZONING APPLICATION CHECKLIST

FORM 1 INSTRUCTIONS

Please collect the materials indicated below, which collectively make up an application to the Board of Appeals. The complete set of documents is filed with the Town Clerk, along with the filing fee. Duplicate copies of the items specified below are also filed with the Board of Appeals at the same time as the filing is made with the Town Clerk. Incomplete filings will not be accepted for processing and scheduling. Hearings are scheduled on a first-come, first-serve basis.

REQUIRED DOCUMENTS	FILE WITH CLERK	FILE WITH ZBA
	<i>Number of Copies Specified Below</i>	
This Checklist (Form 1)	1	N/A
Application for Hearing (Form 2)	1	4
Supporting Statements – Requested Findings	1	4
<ul style="list-style-type: none"> 1. Administrative Appeal (Form 2A) 2. Variance (Form 2B) 3. Special Permit A1 (Form 2C) 4. Special Permit A2 (Form 2D) 		
Evidence of Standing to Seek Relief	1	N/A
<ul style="list-style-type: none"> 1. Deed or Certificate of Title 2. Signed Option to Purchase 3. Lease with Property Owner's Authorization Letter 		
Plan(s) of Proposed Project	1	4
<ul style="list-style-type: none"> 1. Plot Plan: Plan shall show scale, north arrow, lot dimensions, area, existing building, and structures. Include topography, floodplain, wetlands, and other features as relevant, include a Zoning Chart showing Required, Existing, and Proposed, and list Decisions relating to any Special Permits or Variances which have been granted. 2. Site Plan: shall show scale, north arrow, dimensioned location of all improvements, including floor area, septic tank and field, and elevations. Include, if applicable, physical features, off-street parking plan, landscape plan, grading, drainage, and lighting plans. 3. Architectural plans and elevations: shall include sufficient detail to demonstrate dimensions of buildings/structures, square footage, materials, and other details. 		
Other Applicable Information	1	4
<ul style="list-style-type: none"> 1. Has an application for relief from the Zoning Bylaws ever been filed for this parcel? If yes– please explain, providing the date of such relief and provide a copy of any decision(s) rendered. 2. Drainage Report and/or Traffic Impact Assessment, as required 3. Optional letters of support, photographs, etc. 4. Digital Copy of Application – email to ZBA@hingham-ma.gov 	N/A	1