



KEEP FOR YOUR RECORDS / DO NOT RETURN TO ZBA

TOWN OF ANDOVER – Zoning Board of Appeals
36 Bartlet St.
Andover, MA 01810
978-623-8627
www.andoverma.us

INSTRUCTIONS FOR PETITIONERS

FILING TO APPEAR BEFORE

THE ZONING BOARD OF APPEALS

1. Please review *all* rules and regulations of the Authority prior to appearing before the Board.
2. To be granted a ***variance***, a Petitioner must establish that owing to circumstances relating to the soil conditions, shape, or topography of such land or structures and *especially affecting such land or structures but not generally the zoning district in which it is located*, a literal enforcement of the provisions of the ordinance or by-law would involve substantial ***hardship***, financial or otherwise, to the Petitioner or Appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance or by-law.
3. In order to expedite consideration of your appeal, include *all* factors that may be relevant to the question of hardship set forth in paragraph 2 above & in question 8 on your application. Be prepared to explain the factors of the hardship at the public hearing.
4. If your petition is for a ***special permit*** rather than a variance, be prepared to present data to show that the *public convenience and welfare will be substantially served* by granting the permission requested; that the permission requested *will not tend to impair the status of the neighborhood*; that the permission requested *will be in harmony with the general purposes and intent of the regulations of the Zoning By-Laws*.
5. Any person filing as a *Party Aggrieved* by the decision of the Inspector of Buildings or other authority must *present the factors* that may be *relevant to their appeal of said decision*, as well as a copy of the Inspector's decision that is being appealed.
6. Any person aggrieved by a decision of the Zoning Board of Appeals may appeal such decision by bringing an action in Superior Court within twenty (20) days after the decision has been filed with the Office of the Town Clerk. Notice of such appeal must also be filed with the Town Clerk within the twenty (20) day period.