



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

GENERAL FILING REQUIREMENTS ANDOVER ZONING BOARD OF APPEALS
READ ALL INSTRUCTIONS BEFORE SIGNING & FILING

See Article VIII, Andover Zoning Bylaw for more specific filing requirements for: § 6.1 Wireless Communication Facilities, § 7.8.6 Dimensional Special Permit for Affordable Housing or § 7.9.7 Dimensional Special Permit for Historic Preservation.

Comprehensive Permits filing requirements: see www.andoverma.gov/boards/zoning/comppermitrules.pdf and M.G.L. Ch. 40B

ALL APPLICANTS MUST SUBMIT:

1. **The original application + 10 copies** (11 total), PLUS **the original + 1 copy of this page** (2 total), signed & dated. *Petitioners should retain their own copies of all pages/plans.*
2. *If the parcel in question abuts another town, obtain a Certified Abutters List for all abutting properties outside of Andover from the respective town(s). Petitioner must submit the Certified Abutters List(s) to the Andover ZBA, at the time of application, in order to ensure proper notification per Mass. General Law Chapter 40A, Section 11.*
3. **11 certified plot plans** prepared on a scale of not less than 1" = 100' & shall have indicated thereon the location of *all* existing structures, *all* abutting streets, roads or ways, wetlands (as defined in MGL Chapter 131, Section 40) & the ownership of the parcel in question. ***Plan sheets shall be no larger than 18"x24" if possible. IF a certified plot plan is not submitted, the hearing may be continued until a certified plot plan has been received or denied.***
 - A) The certified plot plan must be stamped by a registered civil engineer or registered land surveyor "and shall accurately show applicant's existing property line locations, existing building location(s) on the property and, if any, the proposed alteration(s) to those existing conditions", as well as the existing and proposed front, side and rear setbacks, and any circumstance which may have bearing on the application (i.e. soil conditions, shape, topography, or location of septic system, wetlands or easements).
4. **11 sets of drawings*** for:
 - A) changes / additions to an existing building: the drawing shall include front, side & rear views to show proposed exterior changes to the structure AND the plan of any floor where additions or alterations are proposed, showing all entrances or exits, windows, interior partitions & doorways, stairways, chimneys & any other pertinent features.
 - B) a new structure: the plans shall include front, side & rear view drawings, including all portions of the structure below grade; AND floor plans of all proposed floors showing all entrances & exits, windows, interior partitions & doorways, stairways, chimneys & any other pertinent features.

(Stamped drawings are required for Controlled Construction only, per Mass. Bldg. Code 780 CMR)
5. A **non-refundable** fee to the *Town of Andover* shall be submitted at the time of application for the processing, advertising, & abutter notification, **PLUS a separate check payable to the Commonwealth of Massachusetts for recording of the decision at the Registry of Deeds.**
6. Applications must be submitted no later than 1:00 p.m. on the filing deadline. **[See Filing Deadline Schedule]**
7. **INCOMPLETE APPLICATIONS NOT ACCOMPANIED BY PLANS AS REQUIRED IN PARAGRAPHS 3, 4 & 5 ABOVE MAY BE DENIED BY THE BOARD.**

Sign, date & copy this page twice. Submit 1 copy + original to ZBA.

8. Notices of hearings are advertised in the local newspaper on the 14th and 7th days preceding the hearing. No advertisements will be scheduled for publication unless the Office of the Board of Appeals has received the above-enumerated pertinent data.
9. Hearings of the Board of Appeals are held on the first Thursday of every month in The Hall, 2nd floor, Memorial Hall Library, 2 N. Main Street, Andover at 6:30 P.M., unless otherwise advertised.
10. M.G.L. CH. 40A requires a Super Majority (4-1) vote to pass, not a Simple Majority (3-2) vote; except for Comprehensive Permits where a minimum of a Simple Majority vote is required.
11. Decisions made by the Board of Appeals are filed with the Town Clerk *after* written, reviewed & voted on by the Board. Once filed with the Town Clerk, a copy of the decision is mailed to the Petitioner. Abutters are also notified of the Board's decision by mail at this time.
12. **The 20-day statutory appeal period begins when the signed decision is filed with the Town Clerk per MGL Chapter 40A, Section 11, NOT from the date of the public hearing or the deliberation meeting.**
13. The Town of Andover records the decision in the Essex North Registry of Deeds once the appeal period or any appeal expires. No variance or special permit shall take effect until the Decision is recorded in said Registry.
14. A Variance must be exercised *within one year* of the date the decision was filed with the Town Clerk of grant of such Variance. A Special Permit must be exercised *within two years* of the date of grant of such Special Permit. If the rights are not so exercised within the specified period, the Variance &/or Special Permit shall lapse, unless an extension is granted, and may be re-established only after notice and a new hearing pursuant to these General Requirements. A one-time extension of not more than six months may be requested from the Board *prior* to the expiration of either a Variance or Special Permit.
15. Any project that requires Site Plan Review pursuant to Section 9.5 of the Andover Zoning By-Law shall be submitted with the necessary application and materials to the Planning Board Office.
16. ***The Petitioner or their representative must appear and present the petition at the public hearing.***
17. ***A signed Owner Authorization Letter is required from the property owner for any petition filed by anyone other than the owner if the owner does not sign the application and this form.***

I have read, understand and agree to comply with all of the above requirements.

SIGNED: _____ DATED: _____
Property Owner or see #15

SIGNED: _____ DATED: _____
Applicant, if not Property Owner

SIGNED: _____ DATED: _____
Representative, if applicable

Applications must be submitted in person. ONLY EXACT COPIES of this form are accepted. NO ALTERATIONS ARE PERMITTED. ANY ALTERATIONS RENDER THIS FORM NULL AND VOID.