

**BZA APPLICATION FORM**

**GENERAL INFORMATION**

The undersigned hereby petitions the Board of Zoning Appeal for the following:

Special Permit: \_\_\_\_\_ Variance: \_\_\_\_\_ Appeal: \_\_\_\_\_

PETITIONER: \_\_\_\_\_

PETITIONER'S ADDRESS: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

TYPE OF OCCUPANCY: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

**REASON FOR PETITION:**

- |  |                     |
|--|---------------------|
| _____ Additions                            | _____ New Structure |
| _____ Change in Use/Occupancy              | _____ Parking       |
| _____ Conversion to Addi'l Dwelling Unit's | _____ Sign          |
| _____ Dormer                               | _____ Subdivision   |
| _____ Other: _____                         |                     |

**DESCRIPTION OF PETITIONER'S PROPOSAL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTIONS OF ZONING ORDINANCE CITED:**

Article \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_

Applicants for a **Variance** must complete Pages 1-5  
Applicants for a **Special Permit** must complete Pages 1-4 and 6  
Applicants for an **Appeal** to the BZA of a Zoning determination by the  
Inspectional Services Department must attach a statement concerning the reasons  
for the appeal

**Original Signature(s) :** \_\_\_\_\_  
*(Petitioner(s)/Owner)*

\_\_\_\_\_  
**(Print Name)**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Tel. No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BZA APPLICATION FORM - OWNERSHIP INFORMATION**

**To be completed by OWNER, signed before a notary and returned to The Secretary of the Board of Zoning Appeals.**

I/We \_\_\_\_\_  
(OWNER)

Address: \_\_\_\_\_

State that I/We own the property located at \_\_\_\_\_,  
which is the subject of this zoning application.

The record title of this property is in the name of \_\_\_\_\_  
\_\_\_\_\_

\*Pursuant to a deed of duly recorded in the date \_\_\_\_\_, Middlesex South  
County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_; or  
Middlesex Registry District of Land Court, Certificate No. \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE BY LAND OWNER OR  
AUTHORIZED TRUSTEE, OFFICER OR AGENT\***

**\*Written evidence of Agent's standing to represent petitioner may be requested.**

-----

Commonwealth of Massachusetts, County of \_\_\_\_\_

The above-name \_\_\_\_\_ personally appeared before me,  
this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, and made oath that the above statement is true.

\_\_\_\_\_  
Notary

My commission expires \_\_\_\_\_ (Notary Seal).

- If ownership is not shown in recorded deed, e.g. if by court order, recent deed, or inheritance, please include documentation.

BZA APPLICATION FORM

DIMENSIONAL INFORMATION

APPLICANT: \_\_\_\_\_ PRESENT USE/OCCUPANCY: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ZONE: \_\_\_\_\_

PHONE: \_\_\_\_\_ REQUESTED USE/OCCUPANCY: \_\_\_\_\_

	<u>EXISTING</u> <u>CONDITIONS</u>	<u>REQUESTED</u> <u>CONDITIONS</u>	<u>ORDINANCE</u> <u>REQUIREMENTS</u> <sup>1</sup>
TOTAL GROSS FLOOR AREA:	_____	_____	_____ (max.)
LOT AREA:	_____	_____	_____ (min.)
RATIO OF GROSS FLOOR AREA TO LOT AREA: <sup>2</sup>	_____	_____	_____ (max.)
LOT AREA FOR EACH DWELLING UNIT:	_____	_____	_____ (min.)
SIZE OF LOT:			
WIDTH	_____	_____	_____ (min.)
DEPTH	_____	_____	_____ (min.)
Setbacks in Feet:			
FRONT	_____	_____	_____ (min.)
REAR	_____	_____	_____ (min.)
LEFT SIDE	_____	_____	_____ (min.)
RIGHT SIDE	_____	_____	_____ (min.)
SIZE OF BLDG.:			
HEIGHT	_____	_____	_____ (max.)
LENGTH	_____	_____	_____ (min.)
WIDTH	_____	_____	_____ (min.)
RATIO OF USABLE OPEN SPACE TO LOT AREA: <sup>3</sup> )	_____	_____	_____ (min.)
NO. OF DWELLING UNITS:	_____	_____	_____ (max.)
NO. OF PARKING SPACES:	_____	_____	_____ (min./max)
NO. OF LOADING AREAS:	_____	_____	_____ (min.)
DISTANCE TO NEAREST BLDG. ON SAME LOT:	_____	_____	_____ (min.)

Describe where applicable, other occupancies on same lot, the size of adjacent buildings on same lot, and type of construction proposed, e.g.; wood frame, concrete, brick, steel, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. SEE CAMBRIDGE ZONING ORDINANCE ARTICLE 5.000, SECTION 5.30 (DISTRICT OF DIMENSIONAL REGULATIONS).
2. TOTAL GROSS FLOOR AREA (INCLUDING BASEMENT 7'-0" IN HEIGHT AND ATTIC AREAS GREATER THAN 5') DIVIDED BY LOT AREA.
3. OPEN SPACE SHALL NOT INCLUDE PARKING AREAS, WALKWAYS OR DRIVEWAYS AND SHALL HAVE A MINIMUM DIMENSION OF 15'.

**BZA APPLICATION FORM**

**SUPPORTING STATEMENT FOR A VARIANCE**

**EACH OF THE FOLLOWING REQUIREMENTS FOR A VARIANCE MUST BE ESTABLISHED AND SET FORTH IN COMPLETE DETAIL BY THE APPLICANT IN ACCORDANCE WITH MGL 40A, SECTION 10:**

**A)** A Literal enforcement of the provisions of this Ordinance would involve a substantial hardship, financial or otherwise, to the petitioner or appellant for the following reasons:

**B)** The hardship is owing to the following circumstances relating to the soil conditions, shape or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located for the following reasons:

**C) *DESIRABLE RELIEF MAY BE GRANTED WITHOUT EITHER:***

**1)** Substantial detriment to the public good for the following reasons:

**2)** Relief may be granted without nullifying or substantially derogating from the intent or purpose of this Ordinance for the following reasons:

**\* If You have any questions as to whether you can establish all of the applicable legal requirements, you should consult with your own attorney.**

BZA APPLICATION FORM

SUPPORTING STATEMENT FOR A SPECIAL PERMIT

Please describe in complete detail how you meet each of the following criteria referring to the property and proposed changes or uses which are requested in your application. Attach sheets with additional information for special permits which have additional criteria, e.g.; fast food permits, comprehensive permits, etc., which must be met.

Granting the Special Permit requested for \_\_\_\_\_ (location) would not be a detriment to the public interest because:

- A) Requirements of the Ordinance can or will be met for the following reasons:
  
  
  
  
  
  
  
  
  
  
- B) Traffic generated or patterns of access or egress would not cause congestion hazard, or substantial change in established neighborhood character for the following reasons:
  
  
  
  
  
  
  
  
  
  
- C) The continued operation of or the development of adjacent uses as permitted in the Zoning Ordinance would not be adversely affected by the nature of the proposed use for the following reasons:
  
  
  
  
  
  
  
  
  
  
- D) Nuisance or hazard would not be created to the detriment of the health, safety and/or welfare of the occupant of the proposed use or the citizens of the City for the following reasons:
  
  
  
  
  
  
  
  
  
  
- E) For other reasons, the proposed use would not impair the integrity of the district or adjoining district or otherwise derogate from the intent or purpose of this ordinance for the following reasons: