



ZBA Application For Hearing

Applicants must consult with the Building Inspector prior to filing this Application. Failure to do so will delay the scheduling of the hearing.

Applicant Information

Applicant Name				Date:
Applicant Address				
Phone		email		
Applicant is <input type="checkbox"/> Owner; <input type="checkbox"/> Tenant; <input type="checkbox"/> Purchaser; <input type="checkbox"/> Other_____				
If not the owner, a letter from the owner certifying authorization to apply must be included				
Representative Name				
Address				
Phone		email		
Representative is <input type="checkbox"/> Attorney; <input type="checkbox"/> Contractor; <input type="checkbox"/> Architect; <input type="checkbox"/> Other_____				
Contact <input type="checkbox"/> Me <input type="checkbox"/> Representative in connection with this application.				

Subject Property Information

Property Address			
Map/Parcel Number		Zone of Property	
Is property within 100 feet of wetlands, 200 feet of stream or in flood Plain? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is property <input type="checkbox"/> Residential or <input type="checkbox"/> Commercial			
If residential renovation, will renovation constitute "new construction"? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If commercial, does the number of parking spaces meet the By-Law requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do the spaces meet design requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Application Type (<i>select one</i>): <input type="checkbox"/> Special Permit <input type="checkbox"/> Variance <input type="checkbox"/> Comprehensive Permit <input type="checkbox"/> Amendment <input type="checkbox"/> Appeal Building Inspector Decision			



ZBA Application For Hearing

Existing Conditions:

Statement of Relief Sought:

Applicable Section(s) of the Zoning By-Law:

--

If application under Zoning Section 1.4 above, list non-conformities:

	Existing Conditions	Proposed Conditions
Use		
# Dwelling Units		
Lot Area (square feet)		
Front Setback (feet)		
Rear Setback (feet)		
Left Setback (feet)		
Right Setback (feet)		
Frontage (feet)		
Lot Coverage (%)		
FAR (Floor area divided by the lot area)		

Numbers must match those on the certified plot plan and supporting materials



ZBA Application For Hearing

Date Structure Constructed including additions:	Date Lot was created:
---	-----------------------

Submission Materials	Provided
Certified Signed Plot Plan of Existing and Proposed Conditions <i>(Required)</i>	
Application Fee, check made payable to the Town of Needham Check holders name, address, and phone number to appear on check and in the Memo line state: "ZBA Fee – Address of Subject Property" <i>(Required)</i>	
If applicant is tenant, letter of authorization from owner <i>(Required)</i>	
Electronic submission of the complete application with attachments <i>(Required)</i>	
Elevations of Proposed Conditions <i>(when necessary)</i>	
Floor Plans of Proposed Conditions <i>(when necessary)</i>	

Feel free to attach any additional information relative to the application. Additional information may be requested by the Board at any time during the application or hearing process.



I hereby request a hearing before the Needham Zoning Board of Appeals. I have reviewed the Board Rules and instructions.

I certify that I have consulted with the Building Inspector _____
date of consult

Date: _____ Applicant Signature _____

An application must be submitted to the Town Clerk's Office at townclerk@needhamma.gov and the ZBA Office at dcollins@needhamma.gov