

ZONING BOARD OF APPEALS

SUDBURY, MASSACHUSETTS

APPLICATION FOR VARIANCE

GENERAL INSTRUCTIONS:

To complete this application, you must fill in your name address and telephone number, describe your property, answer several questions and attach a plot plan, application fee, and advertising fee. Each item satisfies one or more requirements of the Sudbury Zoning bylaw and Massachusetts General Law. **If any answers or supporting documents are missing, your application may be rejected.** It is recommended that applicants obtain a copy of the Zoning Bylaw from the Town Clerk's Office or at the Town's website at www.sudbury.ma.us.

- Submit the application in duplicate and submit twelve (12) copies of all documents which are larger than 11X14".
- Include copies of any correspondence with the Building Inspector which indicate your need of a variance.
- The property information is a necessary part of the application. This is available at the Assessor's Office as are copies of maps of your neighborhood.
- A plot plan is required with your application. It consists of a drawing of your property along with the locations of all buildings, parking areas (including entrances and exits) and septic systems, the measurement of lot area and of all boundaries, street and side yard setbacks, and street widths. In particular, be sure to include:
 - the distance between your property boundary and any structure on adjoining property within 75 feet of this boundary.
 - the dimensions, wording and locations of any existing or proposed signs.
 - the location and type of any exterior lighting.
 - the location of any screening, or visual or sound barriers required under the law.
- If a variance is requested for a new residential lot involving inadequate area and/or frontage or setbacks less than that required by the Zoning Bylaw, the plan must show the corners of such lot and any changes in direction of the front, back, or sidelines must be staked with clearly visible markers of no less than 36" in height.

The following numbers may be helpful in obtaining the information necessary for your application:

Board of Appeals – 978-639-3389 – appeals@sudbury.ma.us

Board of Health – 978-443-2209, Ext. 1379 – health@sudbury.ma.us

Assessor's Office – 978-639-3393 – assessor@sudbury.ma.us

Town Clerk's Office – 978-639-3351 – clerk@sudbury.ma.us

Building Department – 978-443-2209, Ext. 1361 – building@sudbury.ma.us

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THE PUBLIC HEARINGS

- You will be advised by mail of the time and place of the Zoning Board's public hearing of your application.
- You, or a representative, must attend the hearing. If you are represented by an attorney, and he or she wishes to present a written brief, it may be delivered to the Board at the hearing.
- At the hearing, you or your representative will be asked to briefly review your application and to answer any questions presented by the Board.

Submit completed application and submission materials to:
Town Clerk's Office
322 Concord Road

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SUDBURY, MASSACHUSETTS

APPLICATION FOR VARIANCE

PART I APPLICANT INFORMATION

Page 1 of 3

Name(s): _____

Address: _____

Telephone #: _____ Email: _____

PART II OWNER INFORMATION

Name(s): _____

Address: _____

Telephone #: _____ Email: _____

PART III PROPERTY INFORMATION

Address or lot # of property for which
variance is requested _____

Area: _____ Frontage: _____ Zoning District _____

Is the deed for this property recorded? YES NO

If YES, Date: _____ Book #: _____ Page #: _____

Present use of property: _____

PART IV DESCRIPTION OF REQUEST

a) Under what provision of the Bylaw is a variance requested?

Article: _____ Section #: _____

b) Why is a variance needed?

ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS

APPLICATION FOR VARIANCE

PART IV DESCRIPTION OF REQUEST (continued)

Page 2 of 3

c) What are the special conditions relating to the soil condition, shape or topography of the land or structures for which the variance is requested, which especially affect the land or structures but do not affect generally the zoning district in which it is located?

d) Why does the applicant believe that the variance requested may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of the Zoning Bylaw?

e) What is the substantial hardship, financial or otherwise, to you, which would result from a literal enforcement of the provisions of the Zoning Bylaw?

ZONING BOARD OF APPEALS
SUDBURY, MASSACHUSETTS

APPLICATION FOR VARIANCE

PART IV DESCRIPTION OF REQUEST (continued)

Page 3 of 3

f) Why does the applicant believe that there will be no substantial detriment to the public good if the variance is granted?

g) Have any Variances and/or Special Permits previously been requested? YES NO

If YES, Case Number(s) Applicant Approved Denied

PART V REQUIRED ATTACHMENTS

- \$100.00 – filing fee payable to the Town of Sudbury
- \$25.00 – advertising fee payable to the Town of Sudbury
- a plot plan showing the location, size, and position of the property, building(s) and parking area(s), including all dimensions and setback distances from property lines, public ways and structures on adjoining property.

PART VI SIGNATURE

I certify that all of the above answers are true to the best of my knowledge.

_____ Date _____
Owner (Property Owner must sign)

_____ Date _____
Applicant (if different from Owner)