

DIRECTIONS FOR FILING WITH THE BOARD OF APPEALS

In addition to the submission requirements in the Chapter 40B Zoning Board of Appeals' Rules & Regulations:

https://www.town.duxbury.ma.us/sites/g/files/vyhlf3056/f/uploads/zba_rules_regulations_chapters_a_b.pdf

The following items in **bold** are required at the time of filing.

- 1) **1 copy of the completed application, filed first with the Town Clerk. Application should be stamped by the Town Clerk and remember - *signed and dated*.**
- 2) **Checks for the application fees (see comprehensive permit rules & regulations) + separate checks made payable as follows:**
 1. To **"Duxbury Clipper"** in the amount of \$90 to cover mandated advertisement fees.
 2. To **"The Town of Duxbury"** in the amount of \$30 to cover fee for an abutters list

TOWN OF DUXBURY

Design Review Board

****Minimum Submission Requests**

The Design Review Board of the Town of Duxbury requires the following information to accurately and completely review any proposed development:

1. A complete site plan drawn to scale including all pertinent zoning information, building appendages and impervious surfaces
2. Architectural elevations of a proposed development drawn to scale and including all dimensions, material & color selections, and all detail & trim clearly delineated
3. Architectural floor plans of the proposed development drawn to scale including all dimensions *clearly indicating new versus existing, if applicable*
4. Photos of the existing building(s) and neighboring buildings or homes, if possible.

If the proposed development is more complicated or substantial, we reserve the right to require an applicant to provide the following:

1. A site plan of the proposed development including the context of the surrounding area
2. Renderings
3. Material and color sample boards

**** Requested, *not* required by the Zoning Board of Appeals.**

Refer to ZBA's Comprehensive Permit/Chapter 40B Rules & Regulations for submission requirements.



The Town of Duxbury
 878 Tremont Street
 Duxbury, MA 02332
 Phone: (781) 934-1100 • Fax: (781) 934-1118

TOWN CLERK'S STAMP:

APPLICATION - DUXBURY ZONING BOARD OF APPEALS

APPLICATION INFORMATION

This Application is for:

- Special Permit Appeal Variance Comprehensive Permit

Project Name:

Project Type:

Location (Street Address):

Assessor's Map/Block/Lot Number (s):

Applicant:

Address:

Telephone:

Fax:

Email:

Property Owner:

Address:

Telephone:

Fax:

Email:

Briefly describe and justify your special permit or variance request, or the basis for your appeal:

SITE INFORMATION

Total Area (Sq. Ft.):

Lot Frontage:

Total Upland Area (Sq. Ft.):

Zoning District(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> RC: Residential Compatibility | <input type="checkbox"/> PD3: Planned Development District 3 | <input type="checkbox"/> POLOD: Publicly Owned Land Overlay District |
| <input type="checkbox"/> NB1: Neighborhood Business District 1 | <input type="checkbox"/> FHAOD: Flood Hazard Area Overlay District | <input type="checkbox"/> DPD: Dunes Protection District |
| <input type="checkbox"/> NB2: Neighborhood Business District 2 | <input type="checkbox"/> WPD: Wetlands Protection District | <input type="checkbox"/> WSOD: Waterfront Scenic Overlay District |
| <input type="checkbox"/> PD1: Planned Development District 1 | <input type="checkbox"/> APOD: Aquifer Protection Overlay District | |
| <input type="checkbox"/> PD2: Planned Development District 2 | | |

Identify *all* sections of the Duxbury Protective Bylaw that apply to this Application:

Existing Use(s) of the Property:

APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that he/she has read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that applications have been filed with the Planning Board, Conservation Commission, and Board of Health, as appropriate, and hereby requests a hearing before the Zoning Board of Appeals with reference to this Application.

Property Owner

I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature: _____ Date: _____

Print: _____

Signature: _____ Date: _____

Print: _____

Applicant/Appellant

Signature: _____ Date: _____

Print: _____

Signature: _____ Date: _____

Print: _____

Applicant is: Owner Tenant Agent/Attorney Purchaser Appellant

Building Inspector Review

This completed Application has been reviewed by the Building Inspector prior to filing with the Town Clerk.

Signature of Building Inspector

Date of Review

Supplemental Application Requirements

The Application must include one or more of the following supplemental pages, as applicable:

- A. Section 906.2 Findings (Required for All Special Permit Applications)
- B. Application to Extend or Alter a Non-Conforming Single-Family or Two-Family Dwelling
- C. Application to Extend or Alter Other Use or Structure
- D. Application for a Special Permit in the NB-1 or NB-2 District
- E. Application for a Residential Pier
- F. Application for a Special Permit in the WPOD
- G. Application for Variance
- H. Appeal of Building Inspector/Zoning Enforcement Officer Decision
- I. Application for a Comprehensive Permit under G.L. c. 40B

**DUXBURY ZONING BOARD OF APPEALS
SUPPLEMENTAL APPLICATION REQUIREMENTS**

I. Comprehensive Permit

A complete application will include thirteen (13) copies of the information outlined below. For specific guidance, see the Board's rules, which are on file with the Department of Inspectional Services and the Town Clerk.

- 1) Cover letter to the Board, explaining your proposed project and how your application meets the minimum eligibility requirements under the statute and DHCD's Chapter 40B regulations.
- 2) List of all development team members, with complete contact information for each.
- 3) Preliminary site development plans.
- 4) Existing conditions report. For both the site and the surrounding area, identify and describe existing land and water resources, historic resources, land uses, typical (average) density of existing development, existing zoning (use districts and overlay districts, as applicable).
- 5) Preliminary, scaled architectural drawings, and an analysis showing how the proposed buildings fit within the character of existing neighborhoods around the site.
- 6) Tabulation of proposed buildings.
- 7) Landscaping plan.
- 8) Utilities plan.
- 9) Preliminary subdivision plan, if the project involves a subdivision.
- 10) Project Eligibility Application & Project Eligibility Letter from the Subsidizing Agency.
- 11) Purchase and sale agreement or other evidence of site control deemed acceptable by the Board.
- 12) List of requested exceptions to Town of Duxbury bylaws and regulations. The list must be specific, and for each exception, explain why the project will not be economic unless the Board grants the request.
- 13) Tenant/owner selection plan (affirmative marketing plan).
- 14) Long-term monitoring plan.

The Board may also require a traffic study, an environmental impact analysis, and a complete pro forma.

By Applicant/Appellant:

Signature: _____

Date: _____

Print: _____