

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 \$120 to cover mandated advertisement fees.
 2. To **"The Town of Duxbury"** in the amount of \$30 to cover fee for an abutters list

Schedule of Filing Fees and Special Escrow Account Fees

The following fees were approved by the Board of Selectmen on September 12, 2013 to be effective on October 1, 2013.

Application Category	Filing Fee	Escrow Account
Special Permits, Dimensional Variances, Appeals (Sec. 906)	\$ 200	N/A
Use Variances (Sec. 906.3)	\$ 400	\$ 1,500
Special Permits and Site Plan Approval (Commercial/Business)	\$ 800	\$ 1,500
Special Permit Amendments	\$ 400	\$ 1,500
Transfer of Special Permit	\$ 50	N/A
*Cluster Development Admin.	\$ 50	N/A
PUD & Cluster Permits Prequalification & Site <u>Analysis (Secs. 804-805)</u>		
<25 acre site	\$ 800	\$ 2,500
26-100 acre site	\$ 1,200	\$ 3,500
>100 acre site	\$ 1,600	\$ 5,000
Development Review (Sec.806) <u>PUD & Cluster Permits</u>		
<25 acre site	\$ 800	\$ 2,500
26-100 acre site	\$ 1,200	\$ 3,500
>100 acre site	\$ 1,600	\$ 5,000

Comprehensive Permits

SEE DUXBURY BOARD OF APPEALS COMPREHENSIVE PERMIT RULES (SECTIONS 3.00 & 4.00)

Cluster Development amendment hearing (to be credited towards special permit fee if necessary) - \$50.00
Rescheduling fee for cancellation or failure to appear without 36 hours notice - \$150.00

Notes: *Filing fee is separate from the Escrow Account; it is non-refundable and is deposited in the Town's General Fund. Special Permit Amendment shall mean amendments to special permits issued for non-residential development (including lawfully pre-existing non-conforming use special permits) in any zoning district; or amendments to special permits issued for Cluster and Planned Unit Developments in authorized districts.

In addition to the above, a check in the amount of \$80.00 must accompany the application. This is to cover the cost of mandated newspaper advertising of the public hearing. Also a separate check in the amount \$30.00 must accompany the application. This is to cover the cost of verify abutter in a 300 ft radius and to mail out the public notice and decision.

FILING FEE CHECK MADE PAYABLE TO: TOWN OF DUXBURY
ADVERTISING FEE MADE PAYABLE TO: THE DUXBURY CLIPPER
ABUTTERS FEE CHECK MADE PAYABLE TO: TOWN OF DUXBURY (9/12/13)

Amended 2013

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):

☐ RC: Residential Compatibility

☐ NB1: Neighborhood Business District 1

☐ NB2: Neighborhood Business District 2

☐ PD1: Planned Development District 1

☐ PD2: Planned Development District 2

☐ PD3: Planned Development District 3

☐ FHAOD: Flood Hazard Area Overlay District

☐ WPD: Wetlands Protection District

☐ APOD: Aquifer Protection Overlay District

☐ POLOD: Publicly Owned Land Overlay District

☐ DPD: Dunes Protection District

☐ WSOD: Waterfront Scenic Overlay District

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: _____