



TOWN OF EASTHAM
 Zoning Board of Appeals
 2500 State Highway
 Eastham, MA 02642
 508-240-5900 x228

Case Number: 2009 -
 Date Submitted: _____
 Hearing Date: _____

ZBA APPLICATION FORM

MAP _____ PARCEL _____

Application for: _____ Special Permit &/or _____ Variance

Appeal of a decision made by: _____ Building Inspector/Zoning Enforcement Agent
 _____ Planning Board

Name of Owner: _____ Phone _____

Name of Applicant _____ Phone _____

Address of Applicant _____

Address of Property being aggrieved or causing the grievance _____

Name of Representative * _____ Phone _____

Section of By-Law to Appeal (*see Building Inspector's Denial Letter*) _____

Brief Description of Proposal &/or Decision Being Appealed

Present Use of Property

Number of Buildings on Lot _____ Number of Habitable Dwellings on Lot _____

Please be advised that by making this application, you are authorizing the Board of Appeals members and their agents to make site inspection of your property. It is imperative that the Street and Property in question are marked to facilitate identification. Please provide directions if necessary.

<input type="checkbox"/> \$150.00 Filing Fee <input type="checkbox"/> \$20.00 Abutter Certification <input type="checkbox"/> \$5.00 per Abutter Mailing Fee <input type="checkbox"/> Denial Letter <input type="checkbox"/> 10 Copies of Full Application Packet – Plus Copy with Original Signature

* *If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.*

ZBA APPLICATION CHECKLIST

Applications for the Zoning Board of Appeals Must Include the Following:

- PLOT PLAN - EXISTING, PROPOSED and SEPTIC PLANS 11" x 17" maximum
- A copy of the Building Permit Denial Letter from the Building Inspector indicating that zoning relief is required.
- \$150 filing fee - checks made payable to Town of Eastham
- \$20.00 Abutter Certification fee
- \$5.00 per Abutter (mailing fee)
- Original plus 10 copies of completed application form
- Original plus 10 copies of a 11"x17" certified plot plan - stamped by a Registered Land Surveyor or Engineer, including the following information:
 - Property line dimensions and lot area
 - Dimensions of existing and proposed buildings
 - All property line setbacks to all existing or proposed structures
 - Location and capacity of septic disposal system and well
 - Edge of wetland and wetland buffer, if applicable
- Original plus 10 copies of building floor plans and elevations, both existing and proposed. These need not be full size sets of drawings. You may reduce the drawings and submit Xerox copies rather than full size plans.
- Original plus 10 copies of a schedule of construction procedures including any proposed removal or demolition of major structural parts (required for all renovations, alterations or additions to a structure)
- Original plus 10 copies of Board of Health and Conservation Commission approvals. Please note that the ZBA will not take final action on an application with approvals pending from another regulatory board. It is the applicants' responsibility to provide proof to the ZBA of approvals from other boards.

APPLICATIONS FOR COMMERCIAL CONSTRUCTION ALSO REQUIRE THE FOLLOWING:

- Original plus 10 copies of certified plot plan, stamped by a Registered Land Surveyor or Engineer, including the following information:
 - Existing and proposed ground elevations and finish grade
 - Landscape plan with contours
 - Parking layout showing all dimensions and calculations
 - Proposed drainage plan with runoff calculations and design capacity of catch basins

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Zoning Officer (Building Inspector) or Town Planner (508) 240-5900

All information must be submitted at the time of filing. Incomplete applications may be delayed in processing, or may be denied by the Zoning Board of Appeals.

Applicable fees must be submitted with the application.