

# TOWN OF HINGHAM

## Board of Appeals



210 Central Street, Hingham, MA 02043-2758 • Telephone (781) 741-1494 • Fax (781) 740-0239  
 • [ZBA@hingham-ma.gov](mailto:ZBA@hingham-ma.gov) •

**ZONING APPLICATION  
CHECKLIST**

**FORM 1  
INSTRUCTIONS**

**PROPERTY ADDRESS:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

If you need assistance with your application, please contact the Zoning Department at least one week prior to the filing deadline.

Per [Zoning Board of Appeals Rules and Regulations](#):

- The Zoning Department Staff will review all applications to determine their completeness.
- Incomplete filings will not be accepted for processing and scheduling.
- Complete applications include:
  - Filing fee; see filing fees chart, below;
  - Form 1 Required Documents; see checklist, below;
  - Application copies:
    - One (1) complete set of documents to be filed with the Town Clerk
    - Four (4) complete set of documents to be filed with the Board of Appeals
    - Digital copy of all application materials emailed to [ZBA@hingham-ma.gov](mailto:ZBA@hingham-ma.gov)

*number of copies specified below*

|  | Required | Submitted |
|--|----------|-----------|
| <b>This Checklist (Form 1)</b>                               | 1        |           |
| <b>Application for Hearing (Form 2)</b>                      | 5        |           |
| <i>provide one of the following forms:</i>                   |          |           |
| <b>Supporting Statements – Requested Findings</b>            | 5        |           |
| Administrative Appeal (Form 2A)                              |          |           |
| Variance / Variance Modification (Form 2B)                   |          |           |
| Special Permit A1 / Special Permit A1 Modification (Form 2C) |          |           |
| Special Permit A2 / Special Permit A2 Modification (Form 2D) |          |           |
| <i>provide one of the following:</i>                         |          |           |
| <b>Evidence of Standing to Seek Relief</b>                   | 5        |           |
| Deed or Certificate of Title                                 |          |           |
| Signed Option to Purchase                                    |          |           |
| Lease with Property Owner's Authorization Letter             |          |           |

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| Required | Submitted |
|----------|-----------|
|----------|-----------|

**All plans must be stamped by a registered professional.**

**Provide all of the following:**

**Plan(s) of Propose Project**

|   |  |  |
|---|--|--|
| <p>1. <b>Plot Plan:</b> Plan shall show scale, north arrow, lot dimensions and area, existing building and structures. Include topography, floodplain, wetlands, and other features as relevant - 2' x 3' format.</p>   | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p> <hr style="border: 0; border-top: 1px solid black;"/> |  |
| <p>2. <b>Site Plan:</b> shall show scale, north arrow, dimensioned location of all improvements, including floor area, and elevations. Include, if applicable, physical features, off-street parking plan, landscape plan, grading, drainage, and lighting plans, Zoning Chart showing the Required, Existing and Proposed Area Regulations - 2' x 3' format.</p> | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p> <hr style="border: 0; border-top: 1px solid black;"/> |  |
| <p>3. <b>Architectural plans and elevations:</b> shall include sufficient detail to demonstrate dimensions of buildings/structures, square footage, materials, and other details - One (1) 2' x 3' format; five (5) 11" x 17" format, to scale.</p>   | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p> <hr style="border: 0; border-top: 1px solid black;"/> |  |

**Provide copies, when applicable:**

**Prior Zoning Relief**

|   |  |           |
|---|--|-----------|
| <p>Has an application for relief from the Zoning By-Laws ever been filed for this parcel?</p> | <p>Yes</p>   | <p>No</p> |
| <p>If yes provide five (5) copies for each of the following:</p>                              |  |           |
| <p>Explanation(s) and date(s) of relief(s)</p>  | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p>   |           |
| <p>Prior Zoning decision(s) rendered.</p>   | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p> <hr style="border: 0; border-top: 1px solid black;"/> |           |

**Provide copies, when applicable:**

**Other Application Information**

|  |  |  |
|--|--|--|
| <p>Drainage report, if applicable.</p> | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p>   |  |
| <p>Traffic report, if applicable.</p>  | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">5</p>   |  |
| <p>Letter(s) of support; optional.</p> | <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1</p> <hr style="border: 0; border-top: 1px solid black;"/> |  |

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**APPLICATION FILING FEES**

**Residential Variance** ..... \$300.00

**Commercial Variance** ..... \$300.00 for the first 2000 ft<sup>2</sup>/  
\$100.00 for each additional 1,000 ft<sup>2</sup> or portion thereof

**Special Permits** ..... \$300.00 for the first 2000 ft<sup>2</sup>/  
\$100.00 for each additional 1,000 ft<sup>2</sup> or portion thereof

**Applications requiring multiple permits**... 100% of highest fee required by Board of Appeals  
in addition each additional permit 50% of required fee

**Special Permit(s) and/or Variances(s) – Signs** ..... \$300.00

**Comprehensive Permit** ..... \$250.00 per units, in addition the Applicant pays  
cost of postage associated with abutter notifications  
and cost of newspaper legal notice(s)

**All Other Applications** ..... \$400.00