

# TOWN OF HINGHAM

## Board of Appeals



### ZONING APPLICATION CHECKLIST

### FORM 1 INSTRUCTIONS

Please collect the materials indicated below, which collectively make up an application to the Board of Appeals. The complete set of documents is filed with the Town Clerk, along with the filing fee. Duplicate copies of the items specified below are also filed with the Board of Appeals at the same time as the filing is made with the Town Clerk. Incomplete filings will not be accepted for processing and scheduling. Hearings are scheduled on a first-come, first-serve basis.

<b>REQUIRED DOCUMENTS</b>	<b>FILE WITH CLERK</b>	<b>FILE WITH ZBA</b>
	<i>Number of Copies Specified Below</i>	
<b>This Checklist (Form 1)</b>	<b>1</b>	<b>N/A</b>
<b>Application for Hearing (Form 2)</b>	<b>1</b>	<b>4</b>
<b>Supporting Statements – Requested Findings</b>	<b>1</b>	<b>4</b>
Administrative Appeal (Form 2A)		
Variance (Form 2B)		
Special Permit A1 (Form 2C)		
Special Permit A2 (Form 2D)		
<b>Evidence of Standing to Seek Relief</b>	<b>1</b>	<b>N/A</b>
Deed or Certificate of Title		
Signed Option to Purchase		
Lease with Property Owner’s Authorization Letter		
<b>Plot Plan</b>	<b>1</b>	<b>4</b>
Plan shall show scale, north arrow, lot dimensions and area, existing building and structures. Include topography, floodplain, wetlands, and other features as relevant.		
<b>Plan(s) of Proposed</b>	<b>1</b>	<b>4</b>
Site plan 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. Architectural plans shall include sufficient detail to demonstrate dimensions of buildings/structures, materials, and other details.		
<b>Other Applicable Information</b>	<b>1</b>	<b>4</b>
Drainage Report and/or Traffic Impact Assessment, as required		
Optional letters of support, photographs, etc.		
<b>Digital Copy of Application</b>	<b>N/A</b>	<b>1</b>
Provide all documents electronically on compact disk or submit by email to ZBA@hingham-ma.gov		