

TOWN OF HINGHAM



ZONING APPLICATION CHECKLIST

FORM 1 INSTRUCTIONS

Please collect the indicated materials which make up an application to the Board of Appeals. Incomplete filings will not be accepted for processing and scheduling. Hearing dates are not assigned in advance.

The complete set of documents is filed with the Town Clerk, who will collect the filing fee at the time of filing.

Multiple copies are required for review by appropriate Town boards and panel members of the Board of Appeals. Office staff will calculate how many copies of the materials will be required. All duplicate copies should be left in the Board of Appeals' office at the same time as the filing is made with the Town Clerk.

	<u>FILE WITH CLERK</u>	<u>FILE WITH ZBA</u>
This checklist	_____	_____
ZBA @4, PB @7 (more copies may be required for review by other departments)	_____	_____
List of parties in interest, pre-certified by Assessor	_____	_____
Application for Hearing (Form 2)	_____	_____
Supporting Statements - Requested Findings	_____	_____
Appeal (Form 2A)		
Variance (Form 2B)		
Special Permit A1 (Form 2C)		
Special Permit A2 (Form 2D) - See Planning Board		
Special Permit A3 (Form 2E) - See Planning Board		
Evidence of Standing to Seek Relief	_____	_____
Deed of Certificate of Title		
Signed Option to Purchase		
Lease with Property Owner's Authorization Letter		
Plot Plan	_____	_____
(Plan shall show scale, north arrow, lot dimensions and area, existing building and structures. Include topography, flood plain, wetlands and other features, as relevant.)		
Plan(s) of Proposed Alteration	_____	_____
(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.)		
Filing Fee		
See attachment (Exhibit 2)		

Note: For a Special Permit A2 (site plan review) the plans shall be endorsed by a registered professional engineer or architect licensed in Massachusetts.