


## North Andover Zoning Board of Appeals Checklist for Applicants:

Please note that the first page of the application forms states under “Procedure & Requirements” that ...”**Failure to submit the required information within the time periods prescribed may result in a dismissal by the Zoning Board of an application as incomplete.**” Also, please note that the 3d page, #8., states that ...”**It shall be the responsibility of the petitioner to furnish all supporting documentation with this application....Failure to comply with application requirements, as cited herein and in the Zoning Board Rules and Regulations may result in a dismissal by the Zoning Board of this application as incomplete.**”

Red (or ✓) = must be present at application deadline, Thursday, 12:00 noon.

- ✓ Check to “Town of North Andover” for administrative fee for all applications, Variance, Special Permit, Finding.
- ✓ Check to “Town of North Andover” for cost of first class, registered, return receipt times the # of names on the abutter’s list for legal notice mailing.
- ✓ First class postage stamps times the # of names on the abutter’s list for decision mailing.
- ✓ 4 copies of abutter’s names on mailing labels, no larger than 1”x 2-5/8” (legal mailings require 3 labels; the fourth is used for the decision mailing).
- ✓ Original Application form (all 4 pages)
- ✓ 10 copies (all 4 pages)

Each application form (the original, as well as the 10 copies) must include the following:

- ✓ Denial
- ✓ Written Documentation [Variance A-F, Special Permit 1-6, Finding A-C]
  - ◇ Letter of authorization for the applicant to appear before the Board, if the applicant is not the owner
  - ◇ Also may include: letters of support from abutters, etc.
  - ◇ Deed(s)
  - ◇ Earlier decisions, etc.
- ✓ Abutter’s List (headed with: “REQUIREMENT: MGL 40A, Section 11...”)
- ✓ Building elevation(s) and interior floor plan(s) of building plans for new construction, conversion and/or proposed change of use to be signed and stamped by a Massachusetts Registered Professional Architect.
  - Paper size shall be 11’ x 17’ or 17’ x 22’, preferred scale of 1”=40’
  - Plans and elevations shall show all existing work
  - Floor plans for each floor where re-modeling, or converting into living space to be outlined in red
  - Floor plans must show all stairways, halls, doors opening into the hall, and exit doors of each and every floor even if no remodeling or converting is to be done
-  Minor projects are decks, sheds, and garages. The building plans do not need to be signed, sealed, and drawn by a Registered Professional Architect, but they do need to be included on the Plot Plan showing:
  - Side view shown to scale
  - Ground to highest point or roof peak elevation.

- ✓ Plan of Land signed and stamped by a Massachusetts Registered Professional Land Surveyor and conforming to the Massachusetts Deed Indexing Standards, Version 3.0 – January 1, 2006, Appendix B [page 15]. Additional information necessary for Major Projects may require plans certified by a Massachusetts Registered Professional Civil Engineer, and/or a Massachusetts Registered Professional Landscape Architect that may be included on the site plan or submitted as separate plans.
- ✓ 1 Mylar that conforms to the requirements of the Massachusetts Deed Indexing Standards, Version 3.0 – January 1, 2006, Appendix B [page 15] with a block titled “North Andover Zoning Board of Appeals” including five signature lines and an empty block titled ”Registry of Deeds use only”
- ✓ 11 paper copies not to exceed 11”x17”; preferred scale 1”=40’.

The one Mylar and the eleven paper copies of the Plan of Land include:  
Site Orientation:

- ✓ North point
- ✓ Zoning district(s), with the Table 2 district requirements listed
- ✓ Names of streets
- ✓ Abutter’s names and addresses of property within 300’ radius indicated
- ✓ Property lines and location of buildings on surrounding properties
- ✓ All abutter’s structures within 50’ of the proposed structure
- \*\*Wetlands (if present) must be shown
- ✓ Deed restrictions, easements
- ✓ Locus

Legend & Graphic Aids:

- ✓ Graphic scales
- ✓ Title of plan
- ✓ Name and address of applicant and/or owner of record
- ✓ Date of plan
- ✓ Name, address, and telephone number of Registered Professional surveyor.
- ✓ Dimensions of the lot
- ✓ Percentage of lot covered by structure(s) (N/A for R1-R-4 & VR)
- ✓ Distance between all lot lines and closest point of structure(s) (except uncovered stairs)
- ✓ Required (as stated in 8.1 of the Zoning Bylaw) parking spaces
- ✓ Proposed features in solid lines, outlined in red
- ✓ Existing features to be removed on dashed lines
- Minor Project = side view of proposed structure, including ground to roof peak elevation
- 📖 **Variance** Plans of Land should include any topographical feature, such as ledge, rock, peat, natural conditions of water, brook, or river on the parcel that supports the applicant’s request for relief.
- 📖 Variance for **subdividing** a parcel requires the dimensions and area of the surrounding lots from the deed, or plotting plan for comparison with neighborhood lots, noted on the plan as such and marked “approximate”.
- 📖 **Major** Projects are those that involve one of the following: **5 or more parking spaces** or **3 or more dwelling units** or **2000 square feet or more of building area** and further require:
  - Detailed utilities
  - Detailed soils
  - Detailed topographic information.