

ZONING BOARD OF APPEALS CHECKLIST

Fourteen (14) copies of the application and required plans and/or drawings shall be filed with the Town Clerk. If application includes request for a Site Plan Special Permit, seventeen (17) copies of the application and required plans and/or drawings are required.

Three (3) copies of all plans and drawings should be submitted on 24" x 36" sheets with the remainder of the required copies scaled to 11" x 17" sheets.

1. Application Form:

All sections must be filled out completely, accurately and clearly.

2. Fee Schedule:

a. Application Fee:

The following application fee must be paid at time of submittal:

>One-Two family residential-	\$400.00
>Three or more dwelling units-	\$400.00 + \$50.00/per dwelling unit
>Commercial/Industrial-	\$400.00 /first 1000 sq. ft. gross + \$50.00 for each additional sq. ft. gross (or portion thereof).

b. Advertising Fee:

A \$50 fee must be paid at time of submittal. This fee covers the cost for the legal ad and abutter notices (handled by the Town on behalf of the applicant).

c. The fees can be paid in one check made out to the Town of Swampscott.

3. Copies of all prior zoning decisions affecting property (or most recent).

4. Copy of lease, notice of lease, option to purchase (If petitioner is not owner).

5. Certified plot plan (stamped and signed by Professional Land Surveyor)

Existing Features

- > Property Lines (bearings & distances).
- > Lot Area & frontage.
- > Location & size of all building & structures.
(front, side, rear setback dimension).
- > Driveways and parking areas.
- > Spot elevations.
- > Street number of subject property.
- > Street numbers of adjacent properties.
- > Assessors lot number.
- > Maximum building coverage requirements.
- > Any other information deemed necessary
by the Zoning Enforcement Officer.

Proposed Features

- * Same
- * Same
- * Indicate location of all
proposed additions,
alterations and new
buildings or structures
- * Same
- * Same
- * Same
- * Same
- * Same
- * Same
- * Topographical Plan
(if required).

5A. Certified Plot Plan not required involving no structural change to existing building.

6. Building Plans-Schematically Architectural Plans 1/4" Scale. (Minimum)

Existing Features

- > Floor plans of entire structure/building.
- > Elevations of all sides of structure/buildings.
- > Height of existing structure/building.

Proposed Features

- * Floor plans of additional and new structure/buildings
- * Elevations of additions and new structure/buildings.
- * Height of proposed alteration to existing structure.

7. Structure Permit for Home Occupancy (1,2,4 above) if applicable

Complete narrative description of Home Occupation including type of business, hours of operation, number of employees, clientele, are of premises involved, delivery/storage of materials, location of parking and all other pertinent information.

**8. Use of Special Permit required by Swampscott Zoning Board of Appeals
Section 2.3.2.0 (Table of use Requirements)**

Must contain narrative description of Business, including hours of operation, number of employees, delivery/storage of materials, location and number of parking/loading spaces.

9. Signage:

- * Elevation/photos of existing building and any existing signage identifying size, location, and lighting.
- * Drawings and/or photos of proposed signage (in color if possible or colors identified), including size, location and lighting.

10. Abutters Requirements

Responsibility of the Town of Swampscott.

11. Note:

You are advised to consult with the Inspector of Buildings for a determination if these requirements may be modified and to certify all aspects of the application are complete.