

SPECIAL PERMIT/VARIANCE APPLICATION CHECKLIST
CARLISLE ZONING BOARD OF APPEALS

Certain property uses and/or modifications are allowed only through a Special Permit and/or Variance from the Zoning Board of Appeals (“ZBA”). Such uses and/or modifications are outlined in the Carlisle Zoning Bylaws.

All applications to the ZBA must be complete, reviewed, and approved for completeness by the ZBA’s Administrative Assistant.

The applications must be filed with the Administrative Assistant in accordance with M.G.L. Chapter 40A and Carlisle ZBA Rules and Regulations Section IV.A. The Administrative Assistant is available to assist.

To apply for Special Permit and/or Variance, involving land and/or structures, please include the following:

1. A recent certified or otherwise authenticated plot plan showing the lot dimensions and physical dimensions of all existing structures and their location relative to the property lines.

2. A plan set of professional quality and stamped by a registered professional engineer or Land Surveyor identifying the owner, the applicant, title reference to most recent deed(s) of record, plan reference to most recent plan of record, and the applicable zoning district(s), and showing:
 - a. The location and dimensions of all existing structures on the lot;
 - b. Zoning district boundary lines and the location of buildings on adjacent lots, when the location of buildings is pertinent;
 - c. The proposed location and dimensions of all proposed structures on the lot;
 - d. The lot setback boundaries with the setback dimensions noted from both the existing and proposed structure(s);
 - e. The height of the proposed structure;
 - f. A table of all dimensional requirements in the Zoning Bylaw applicable to the lot and the structures thereon, listing for each
 - i. The dimensional requirement;
 - ii. The existing condition relative to that requirements; and
 - iii. The proposed condition relative to that requirement.

- g. An architectural sketch or rendering, to scale, of the proposed structure specifically showing
 - i. The height of the proposed structure;
 - ii. The shape of the roof;
 - iii. The location of windows; and
 - iv. Exterior finish/materials of the proposed structure.

Applications related to Zoning Bylaws Section 6.3, Extension of Non- Conforming Use should also include a set of scaled floor plans showing the interior dimensions of the existing and proposed structure(s) using a consistent basis of measurement (i.e., all interior wall measurements; or all exterior wall measurements). The plan should include a scale corresponding to the dimensions, and a table of dimensions for each floor including heated and unheated spaces noting the before and after dimensions of the structure.

As part of the application, the applicant should answer the following questions:

- 1. What are the proposed uses of the new structure(s)?
- 2. Will the new structure be heated or cooled?
 Yes | No If Yes, please describe.
- 3. Will the structure(s) have a bathroom(s) and/or shower(s)?
 Yes | No If Yes, please describe.
- 4. Will any portion of the new structure be an office or living space?
 Yes | No If Yes, please describe.

Please provide any other relevant information to the ZBA.

Documents larger than 11”x17” should be submitted in both electronic and paper format.

It is the applicant’s responsibility to ensure that the plans and drawings are current, with the date of issue affixed to the sheet.

NOTE: This checklist is published to assist applicants. Nothing contained herein is intended to supersede or replace Section IV (Procedural Requirements) of the ZBA’s Rules and Regulations, which may be found here:

<https://www.carlislema.gov/DocumentCenter/View/916/ZBA-Rules-and-Regulations-PDF?bidId=>

All applicants are advised that while the Administrative Assistant is available to assist the applicants on procedure, only. The Administrative Assistant advice is not binding on the ZBA and NO legal or other advice can or will be provided. Applicants must seek their own attorneys or advisors.



www.carlislema.gov

TOWN OF CARLISLE
OFFICE OF
Zoning Board of Appeals

66 Westford Street
Carlisle, MA 01741
978-369-5326

Case Number _____

Application for a Hearing

Name of Applicant: _____ Phone: _____

Mailing Address _____ Email: _____

If different from Applicant:

Name of Property Owner: _____ Phone: _____

Mailing Address: _____

Location of Subject Property: (Street and Number) _____

Assessor's Map & Parcel (If unknown, contact Assessor's Office): _____

Applicant is: (Owner, Tenant, Buyer, Agent, etc.) _____

Section of Zoning Bylaw requesting relief (Contact Building Commissioner): _____

Requested relief: (circle) Variance Special Permit Appeal of Order/Decision

To Allow: (Please explain, in detail, exactly what you would like to do to the property i.e., "build addition 15 feet from the lot line where 20 feet is required," If necessary, please attach further detail.

State the name of any person or Attorney who is authorized by you to appear and represent you before the Board other than yourself _____

I hereby request a hearing before the Board of Appeals on the above application.

_____ Date: _____

Signature of Applicant or appointed representative

ALL items above this line must be filled in or the application will not be accepted

Please check if Applicant is in good standing (All fees and Town taxes are up-to-date) _____

Received by Town Clerk on _____ Signature: _____

Application Payment: \$150 Cash/Check/Other Ref# _____

Abutter's List Fee Payment: \$50 Case/Check/Other Ref# _____