

**AMESBURY ZONING BOARD OF APPEALS**  
**APPLICATION FOR FINDING – FOR DIMENSIONAL NON-CONFORMITIES**

**Filing Fee: \$200.00 plus abutter notification postage (2 mailings per abutter)**

Project Address: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

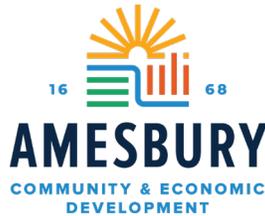
The following documents are required to complete this application:

- Zoning Board of Appeals Special Permit/Finding Application**
- A Certified List of Abutters** - [Request from the Assessor's Office](#). (This can take up to 10 days to be fulfilled)
- A letter of denial** – Issued from the Inspectional Services Department.
- Deed for the property** – Can be downloaded from the [Salem Registry of Deeds](#).
- Property Field Card** – Look up the Property on the [Assessors Database](#), then print to PDF to get the card.
- A Written Narrative** – The narrative should describe the proposed project
- A Certified Existing Conditions Plot Plan**
  - a. The location and dimensions of all existing buildings, structures, driveways, or similar man-made improvements;
  - b. The existing setbacks for the structures on the property;
  - c. The location and dimensions of any private ways, easements, or rights-of-way that cross the subject property;
  - d. A scale of measurements in the lower right-hand corner of the plan;
- A Certified Proposed Conditions Plot Plan** – showing the proposed conditions
  - e. The location and dimensions of the buildings, structures, driveways, or similar man-made improvements showing the proposed conditions;
  - f. The proposed setbacks for the structures on the property;
  - g. A scale of measurements in the lower right-hand corner of the plan;
  - h. In the lower right-hand corner, the address of the property and the Applicant's name if different the property owner's name;
  - i. The name of the person or entity preparing the plan and the other pertinent information, locations, or dimensions.
- Architectural Elevations** – If new construction is proposed.
- Letter of Authorization from the Property Owner** – when a Representative is acting on their behalf.
- Approval from other City Board, if applicable.** If the Applicant received approval from another City Board in relation to this request, then the Applicant shall include any Decision, Order, or similar Determination as issued from the other City Board, Commission or Authority.

**Please be advised that if the application for a Finding is submitted without complete information or is not completely filled out, the Zoning Board of Appeals reserves the right to dismiss without prejudice.**

[Becky Frey, Community Development Coordinator](#)  
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**Applicant Information:**

- Name of Applicant: \_\_\_\_\_
- Applicant’s Address: \_\_\_\_\_
- Applicant’s Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_
- Name of Property Owner: \_\_\_\_\_
- Address of Property Owner: \_\_\_\_\_
- Address of Subject Property: \_\_\_\_\_

**Zoning Dimensional Requirements:**

- Zoning District: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_
- Present use of Property: \_\_\_\_\_
- Proposed use of Property: \_\_\_\_\_
- Please fill out the table below completely. The Required by Zoning Dimensions can be found in the [Amesbury Zoning Ordinance](#) Section VI. Table of Dimensional and Density Regulations.

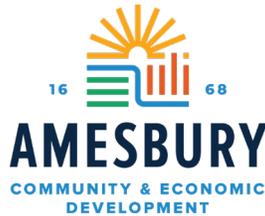
Dimensional Control	Required by Zoning	Existing Conditions	Proposed Conditions
Lot Area (Square Feet)			
Frontage			
Front Setback			
Rear Setback			
Left Side Setback			
Right Side Setback			
Building Height			
Number of Stories			
Building Area			
Open Space			

**Application History:**

- Has a Variance, Special Permit, and/or Finding ever been requested of the Property  Yes  No
- If yes, then complete the below questions:
  - Was it Approved or Denied: \_\_\_\_\_
  - Date the Decision was issued: \_\_\_\_\_
  - Name of Applicant: \_\_\_\_\_
  - *If yes, then ensure to include a copy of decision and any pertaining information as an attachment.*

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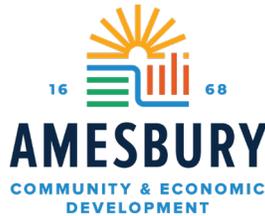
- Has the applicant, or their representative appeared before any City Board, Agency, Commission, or other Authority (either directly or indirectly) in connection with the proposed Finding:  Yes  No
- If yes, then complete the below questions:
  - Name of Board, Commission, or Authority: \_\_\_\_\_
  - Date of appearance: \_\_\_\_\_
  - Name of Owner/Applicant: \_\_\_\_\_
  - *If yes, then ensure to include a copy of any decision and any pertaining information as an attachment.*

**Finding Request Information:**

- Please cite the Article & Section from the [Amesbury Zoning Ordinance](#) that relate to this Finding Request. (Typically, applicants reference Section IX.B, Section VI)  
\_\_\_\_\_
- For what purpose is the Finding requested:
- Does the Finding relate to a proposed alteration, extension, addition or change to the pre-existing non-conforming use or structure:  Yes  No  
If yes, then answer the following questions:
  - What is the current pre-existing non-conformity that relates to the structure:
  - Provide proof that the current pre-existing non-conforming use or structure is a legal non-conforming use or structure:
  - Describe the proposed alteration, extension, or addition change to the pre-existing non-conforming use or structure:

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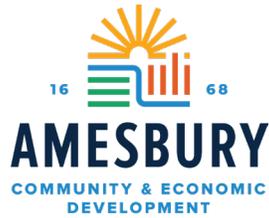
- Describe whether the proposed change will be different from the current use/structure:
  
- Has the current pre-existing non-conforming use or structure been abandoned or not used for two (2) or more years:  Yes  No
  
- Describe in detail any anticipated impact or effect upon the surrounding neighborhood that would result if the proposed Special Permit were to be approved:
  
  
  
  
  
  
  
  
  
  
- Does the proposed alteration, extension, addition or change relate to billboards, signs, or other advertising subject to M.G.L. Ch. 93, 29-33 and/or M.G.L. Ch. 93D:  Yes  No  
If yes, then explain: \_\_\_\_\_
  
- Does the proposed alteration, extension, addition or change relate to adult bookstores, adult motion picture theaters, adult paraphernalia shops, or adult video stores subject to M.G.L. Ch. 40A, 9A:  
 Yes  No  
If yes, then explain: \_\_\_\_\_

**Justification to Grant Permit:**

- Describe why the applicant believes that there would be no loss/or damage to the public good if the Finding were to be granted:
  
  
  
  
  
  
  
  
  
  
- Describe why the applicant believes that the intensity of this proposal does not rise to the level of needing a Variance Application:

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- Describe why the applicant believes if the Finding were to be granted, that neither the intent nor the purpose of the By-laws would adversely impacted:

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Signature of Applicant or Representative

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Date

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