

**AMESBURY ZONING BOARD OF APPEALS  
APPLICATION FOR VARIANCE**

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

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

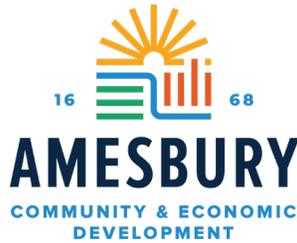
The following documents are required to complete this application:

- 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 Hardship Statement** – This can be combined with the written narrative.
- 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 Variance 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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**MAKE HISTORY HERE**



**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.

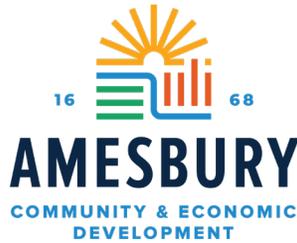
Dimensional Control	Required by Zoning	Existing Conditions	Proposed Conditions
Lot Area (Square Feet)			
Frontage			
Front Setback			
Rear Setback			
Left Side Setback			
Right Side Setback			
Building Height			
Number of Stories			
Building Area			
Open Space			

**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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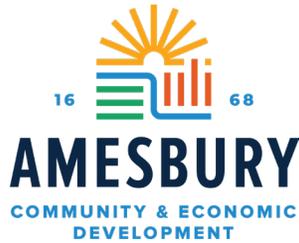
- Has the applicant, or their representative appeared before any City Board, Agency, Commission, or other Authority (either directly or indirectly) in connection with the proposed Special Permit/Finding:  Yes  No
- If yes, then complete the below questions:
  - Name of Board, Commission, or Authority: \_\_\_\_\_
  - 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.*

**Variance Request Information:**

- Please cite the Article & Section from the [Amesbury Zoning Ordinance](#) that relate to this Variance Request. (Typically, applicants reference Section X.I)  
\_\_\_\_\_
- For what purpose is the Variance requested:
- What Substantial hardship will you suffer if the Variance is not granted?
- Explain what special conditions affect your land or structure as compared to other properties within the zoning district:
- Check off which condition(s) cause the substantial hardship:
  - Soil Conditions
  - Lot Shape
  - Topography
  - Position of buildings or structures on the land
  - Provide an explanation of why the checked condition(s) cause the substantial hardship:

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- Describe how the characteristics of your property prohibit you from doing what you are trying to accomplish:
  
  
  
  
  
  
  
  
  
  
- Given that the Zoning Ordinance was enacted for specific purposes, explain why there would be no substantial detriment to the public good if the variance were granted:
  
  
  
  
  
  
  
  
  
  
- Explain why the Variance may be granted without contradicting either the intent or purpose of the Zoning Ordinance:
  
  
  
  
  
  
  
  
  
  
- Provide any other relevant information which you want the Zoning Board of Appeals to consider:

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Signature of Applicant or Representative

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Date

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