



Town of Marblehead Zoning Board of Appeals

Mary Alley Municipal Building
7 Widger Road
Marblehead, MA 01945
Telephone: 781-631-1529
Fax: 781-631-2617

BOARD OF ZONING APPEALS APPLICATION PROCESS

1. **APPLICATION PACKET INCLUDES:**
 - A) Application Process and Application Form
 - B) Important Time Periods and Other Requirements - Summary
 - C) Rules and Regulations
2. **REQUIREMENTS FOR FILING (See Rules and Regulations for Specifics)**
 - A) Meeting Date: 4th Tuesday of every month*
 - B) Fees: \$75 for projects - \$25 for signs. Checks Payable to: Town of Marblehead
 - C) All Filings Must Include:
 - 1) **Twelve (12) copies of Application Form** consisting of three (3) pages:
See NOTE below**
Page 1 – Date, Address, Assessor Map/Parcel No., Project Description; etc.
Page 2 - Completed by Building Commissioner or Local Inspector
Page 3 - Open Area/Gross Floor Area Worksheet
 - 2) Twelve (12) copies of **Design Plans** (See 3 (C) of Rules and Regulations)
 - 3) Twelve (12) copies of **Plot Plan** (No mortgage surveys and not older than **90 days**. See 3 (A) of Rules and Regulations). Plot Plan **must** include 2ft contours. Plot Plan **must** demarcate the low-point of existing grade.
 - 4) Check for the applicable filing fee
 - 5) Please attach any previous Planning Board or Zoning Board Decisions associated with the property to each of the (12) required copies of the application (failure to do so will result in a delay to getting on the agenda)
 - 6) Please be sure to sort and collate your filing.
3. **HEARING DATE WILL BE ASSIGNED ONLY AFTER A COMPLETE APPLICATION FILING IS MADE.**
4. **LEGAL NOTICE** is prepared by the Community Development and Planning Clerk and submitted to the Marblehead Current (in most instances) for insertion for two consecutive weeks, with the first publication at least 14 days prior to the hearing, per MGL Chap 40A, Sec 11. **Applicant is responsible for paying the cost of the legal notice and will be billed directly by the advertising newspaper.**
5. Completed applications and related fee(s) are accepted only at the office of the Community Development and Planning Department.

**If you have any questions, contact Lisa Lyons Planning Clerk, at 781- 631-1529.
Community Development and Planning Department is located at the Mary A. Alley
Municipal Building, 7 Widger Road.**

***Subject to change – Additional meetings or cancellations can occur as the need arises**

****NOTE: All signatures required by the application shall be obtained prior to making the
12 (twelve) copies required.**