

**CITY OF GLOUCESTER
ZONING BOARD OF APPEALS**

**APPLICATION FOR
VARIANCE OR SPECIAL PERMIT**

Time Stamp by City
Clerk's Office

**NOTE FOR CLERK:
DO NOT STAMP WITHOUT
BUILDING INSPECTOR'S
APPROVAL**

NOTE TO APPLICANTS:

No case will be scheduled for a ZBA hearing until your application has been approved as to completeness by the Building Inspector, has been time-stamped by the City Clerk's office, and has been returned to the Building Department. The City Clerk's office will not time-stamp your application without Certification by the Building Inspector that your application is complete.

*If you have questions about this application or the permitting process, please contact the Building Department, either in person or by phone-Inspectors are available during the following hours only:
Monday through Thursday: 8:30 to 9:30 a.m. and 1:00 to 2:00 p.m.
Friday: 8:30 to 9:30 a.m.*

*The Building Department is located at the City Hall Annex - 3 Pond Road, (2nd floor of the CATA building).
Telephone 978 325-5210*

**12 NOON IS THE CUT-OFF TIME FOR SUBMISSION ON THE DEADLINE DATE
PLEASE ALLOW 48 HOURS BEFORE DEADLINE DATE FOR REVIEW**

For Office Use Only

CERTIFICATE OF COMPLETENESS

Must be signed by a Building Inspector prior City Clerk Time Stamp

Building Inspector Signature

Date

\$250.00 APPLICATION FEE

For Office Use Only

Building Permit Denied by _____
Reason Denied _____
Date Denied _____
Date Initial ZBA Application Received _____
Inspector Reviewing Initial Application _____
_____ 1 Original Time Stamped by City Clerk, includes
Certified Abutters List & 2 sets of Plans to scale
Plus 7 Copies of Complete Packet including reduced plans all
collated.
(Total of 8 complete collated packets received).
_____ 1 Electronic Version of Complete Packet
In PDF Format CD _____ or Flash Drive _____
\$250 Application Fee _____ Check # _____

PART A: NAME AND ADDRESS OF PROPERTY OWNER

NAME Courtney Hayes ZONING DISTRICT R20
PROPERTY ADDRESS 1057 Washington Street, Gloucester, MA 01930 MAP # 154 LOT # 52
PROPERTY OWNERS MAILING ADDRESS 1057 Washington Street, Gloucester, MA 01930
PROPERTY OWNER'S TELEPHONE NUMBER Day 617-480-4719 Evening 617-480-4719
PROPERTY OWNER'S E-MAIL courtneyhayes@mac.com

PART B: NAME OF APPLICANT, IF DIFFERENT FROM OWNER

NAME _____

RELATIONSHIP TO PROPERTY OWNER (for example, spouse, attorney, architect, etc.) _____

APPLICANT'S MAILING ADDRESS _____

APPLICANT'S TELEPHONE NUMBER Day _____ Evening _____

APPLICANT'S E-MAIL _____

PART C: APPLICANT'S CERTIFICATION**OWNER AUTHORIZATION****To Be Completed When Owner's Agent Applies**

I, _____, as Owner of the subject property hereby authorize
 _____ (Person's Name) to act on my behalf in all matters relative
 to this application.

Signature of Owner_____
Date**OWNER OR AUTHORIZED AGENT DECLARATION**

I, Courtney Hayes, as Owner or Authorized Agent hereby declare that the
 statements and information on the foregoing application are true and accurate to the best of my knowledge,
 information and belief.

Courtney Hayes

 Signature of Owner or Authorized Agent

1/23/2018

 Date

PART D: USE AND ZONING OF THE PROPERTYCurrent use of property ☒ 1-family ☐ 2-family ☐ multi-family (# of units _____) ☐ other _____Proposed use of property ☐ 1-family ☒ 2-family ☐ multi-family (# of units _____) ☐ other _____Zoning district in which property is located R-20 (grandfathered with R-10 setbacks)

☐ Yes ☒ No Are there any previously issued decision(s) from Zoning Board of Appeals regarding this
 property? If so, please attach a copy of each.

☐ Yes ☒ No Is property located in a Flood Zone? If Yes - Zone: _____

PART E: TYPE OF RELIEF REQUESTED**1. Special Permits**

- ☐ to alter/expand a non-conforming structure or use
- ☐ for a new use or change in use
- ☐ to allow lesser number of off-street parking spaces
- ☐ to allow home occupation
- ☐ to exceed maximum allowable building height
- ☒ Other special permit [specify]: _____

1- family to 2-family (2.3.1 #3)

2. Variances *(see further information required on page 6)*

Variance from dimensional requirement(s) of the Zoning Ordinance

- ☐ Front yard setback ☐ Side yard setback ☐ Rear yard setback ☐ Lot width ☐ Lot area
☐ Lot area per dwelling unit ☐ Lot frontage ☐ Lot coverage ☐ Distance between buildings
☐ Percentage of vegetative cover ☐ Distance from accessory building to street
☐ Frontage width to principal building

Variance from other requirement(s) of the Zoning Ordinance [specify] no - none needed

PART F: BRIEF DESCRIPTION OF THE PROPOSED WORK

*(A BRIEF description **MUST** be stated in the space below (use separate sheet for detailed description if needed)*

I would like to add 1,300 square feet of living space to accommodate my parents.

PART G: REASONS IN SUPPORT OF REQUESTED RELIEF *(use separate sheet if needed)*

Note to applicants – please see instructions at the end of this application as to the evidence you must submit in support of your request for relief

My parent (ages 78 and 84) can no longer afford the taxes and maintenance on their current home.

The proposed addition will allow my parents to live with me, providing financial security,

safety, and the long term assistance they will need. As a free-lance Video Producer who often

works from home, I need a separate, quiet area for client calls.

PART H: LETTERS, IF REQUIRED, FROM OTHER CITY DEPARTMENTS

Board of Health (required if property is on a septic system)	<input type="checkbox"/> Letter attached	<input checked="" type="checkbox"/> N/A
Conservation Commission	<input type="checkbox"/> Letter attached	<input checked="" type="checkbox"/> N/A
Engineering Department	<input type="checkbox"/> Letter attached	<input checked="" type="checkbox"/> N/A
Other _____	<input type="checkbox"/> Letter attached	<input checked="" type="checkbox"/> N/A

PART I: SUPPORTING DOCUMENTATION REQUIRED FOR ALL APPLICATIONS

A Building Inspector will generate the Certified Assessors map and list of abutters which must be included with application.

Failure to provide all required documentation will result in application being removed from the Zoning Board of Appeals agenda and continued to the next meeting.

PART J: PROJECT PLANS REQUIRED FOR ALL APPLICATIONS

Unless otherwise directed by the Building Inspector, this application shall be accompanied by:

(a) SITE OR PLOT PLAN-two full size sets and six copies (no larger than 11"x 17")

drawn to a scale of not less than one inch equals 20 feet and showing:

- a north arrow
- the name of the owner(s) and the street address of the property
- the name and address of person preparing the plan, if different from owner, and the date of the plan
- all bordering street names
- the dimensions of the property lines and lot area (in square feet) of the lot to be built upon
- the locations and dimensions (including the square footage) of all existing and proposed buildings and other structures on the lot
- the distance to the nearest property line(s) from all buildings and other structures on the lot
- the distance between all buildings and other structures on the lot
- percentage of lot coverage of all existing and proposed buildings and other structures on the lot;
- all required setback distances
- all existing and proposed entrances and exits to both the lot and the buildings on the lot
- if required, the location and dimensions of off-street parking areas and loading spaces
- the location of the subsurface disposal system, if any
- the location of all topographical features affecting the siting of buildings and structures on the lot
- the location of all buildings and structures on all adjoining lots and their distance, estimated if necessary, from the property lines of the applicant's lot
- **ALL OF THE PROPOSED WORK MUST BE HIGHLIGHTED IN RED**

(b) BUILDING PLANS, ELEVATIONS OR SKETCHES- two full size sets and six copies (no larger than 11"x 17") drawn to not less than a 1/4" scale and showing:

- ✓ a north arrow
- ✓ the name of the owner(s) and the street address of the property
- ✓ the name and address of person preparing the plan, if different from owner, and the date of the plan
- ✓ the exterior elevations (including windows, doors, porches, steps and other architectural features) of
 - the proposed building or structure or
 - the existing building or structure and the proposed addition or expansion or
 - the existing building or structure and its proposed replacement
- ✓ floor to ceiling and eave to roof ridge line dimensions of all proposed work
- ✓ the distance between existing undisturbed grades (i.e., prior to construction) and the highest point of each corner of the proposed building or addition
- ✓ the height of the proposed building or addition, as determined by the method set forth at Section VI of the Zoning Ordinance, definition of "Building Height"
- ✓ the data and calculations used to determine the height of the proposed building or addition
- ✓ the foundation length and height above undisturbed grade of the proposed building or addition
- ✓ **ALL OF THE PROPOSED WORK MUST BE HIGHLIGHTED IN RED**

The Final Packet Submitted must include all documents listed below (#1-6)

1. Original application, certified by Building Inspector for Completeness and Time-Stamped by City Clerk's Office, which includes a Certified Abutters List generated by a Building Inspector
2. Two (2) full size sets of original site or plot plans (as stated in Section a) and building plans, elevations or sketches (as stated in Section b).
3. Seven (7) copies of complete Application, including Certified Abutters List, 7 sets of reduced plans collated, etc. as stated in Section a & b
4. An Electronic Version of Complete Application including Plans in PDF Format on a CD or Flash Drive
5. Photograph of subject property/structure, if available.

(A total of 8 complete collated packets (1 original & 7 copies) plus an Electronic Version in PDF Format)

6. \$250.00 Application Fee – Check or Cash only

FORM 001: DIMENSIONAL REQUIREMENTS FOR WHICH RELIEF IS REQUESTED

Note: only the dimensional relief requested on this form can be considered by the ZBA. If in the course of the ZBA hearing it appears that further relief is required, notice of your application will have to be republished and your case rescheduled.

<u>VARIANCES</u>	A. Required Dimension	B. Dimensions		A minus B equals Relief Requested
		<u>Existing</u>	<u>Proposed</u>	
Lot Area (SF)				
Lot Area per Dwelling (SF)				
Lot Width				
Lot Frontage				
Front Yard				
Left Side Yard				
Right Side Yard				
Rear Yard				
% of Vegetative Coverage				
Distance between Buildings				
Distance from Accessory Building to Street				
Lot Coverage (%)				
Frontage Width to Principal Building				
<u>SPECIAL PERMITS</u>				
Maximum Building Height				
Off Street Parking				
Lot Area per Dwelling Unit or Two-Guest Unit (SF)				
Open Space per Dwelling Unit or Two-Guest Unit (SF)				

GUIDANCE FOR APPLICANTS

The Building Inspector can help you in filling out your application and getting your case placed on the ZBA's hearing docket. The following guidance refers to the steps that come after your application has been filed.

Step 1: Public Notice

All hearings before the ZBA are open to the public, and notice must be given to both the general public and your neighbors. The Building Department will publish notice of your hearing twice in the Gloucester Daily Times, and the clerk of the ZBA will post notice in City Hall and send out the letters to all of your abutters, as well as all abutters to your abutters whose property is closer than 300 feet of your property lines. The ZBA also encourages applicants to speak to their neighbors directly, so that the proposed work is fully understood prior to the hearing.

Step 2: The Site Visit

During the two weeks prior to your hearing most ZBA board members will visit your property, either individually or in groups. You do not have to be home for these visits, but it is absolutely essential that your house or building prominently display its street number. Similarly, all vacant lots must be flagged or otherwise marked for ready identification. If board members have not been able to locate your property, the hearing will have to be rescheduled.

Step 3: The Hearing

This section of the Guidance has two parts: hearing procedures and the standard that the ZBA will apply in judging your application.

A. Hearing Procedures

When your case is called, approach the podium and state your name and address. Explain your project, paying close attention to the criteria spelled out below. You can expect to be asked questions by Board members in the course of your presentation.

After you have spoken, the Chairman will ask for testimony from those who are in support of your project. Following that, the Chairman will invite those opposed to the project to speak, and then will allow you a brief rebuttal to those who spoke in opposition.

The Chairman will then close the hearing, and the board members will discuss among themselves the issues in your case. The Board will then vote on your application. By law, the affirmative votes of four out of the Board's five members are necessary to approve your application. If only four Board members are present, then all four must vote in favor of your application.

B. The Standards Applied by the ZBA

The three most common applications that come before the ZBA are for variances, special permits to alter or expand a nonconforming structure, and special permits for certain uses. The standards by which the ZBA judges each of these applications are set forth below; if your application is for a different kind of relief, please consult with the Building Inspector as to the standard that the ZBA will be applying.

Variance

In order to grant a variance, the ZBA must find that each of the following factors is present:

1. strict enforcement of the Zoning Ordinance in your case would cause you a substantial hardship, financial or otherwise, and
2. this hardship is due to one of three factors: the soil conditions, shape or topography of your property, and the factor that has given rise to your hardship is unique to your property, and is not generally found in other properties throughout your zoning district, and
3. the variance you have requested may be granted without substantial harm to the public good, and the variance may be granted without substantially undercutting the intent and purpose of the Zoning Ordinance.

Special Permit to Alter or Expand a Non-Conforming Structure

In order to grant a special permit to alter or expand a non-conforming structure or use, the ZBA must find that the structure or use that you propose will not be substantially more detrimental to your neighborhood than the existing structure or use.

There is, however, a special procedure for one and two-family dwellings. In such cases, the ZBA must first determine whether the proposed alteration or expansion increases the non-conforming nature of the dwelling. (If, for example, a proposed addition to your home will be in compliance with all setbacks and other zoning requirements, it would not be deemed to increase the nonconforming nature of your existing house.) If the proposed alteration or expansion will not increase the non-conforming nature of a one and two-family dwelling, then no special permit is required and the Building Inspector may issue a building permit without further action of the Board. If, on the other hand, the proposed alteration or expansion will increase the nonconforming nature of the dwelling, the Board may issue a special permit only if it finds that the dwelling, as expanded, will not be substantially more detrimental to the neighborhood than the existing dwelling.

Special Use Permit

Under Section 2.3 of the Gloucester Zoning Ordinance, certain uses are only allowed if authorized by a special permit from the ZBA. In order to grant such a permit, the ZBA must find that the proposed use will not have adverse effects that outweigh its beneficial effects, taking into consideration both the neighborhood and the city.

In making this determination, the ZBA is required to consider the following factors:

1. social, economic, or community needs served by the proposal
2. traffic flow and safety
3. adequacy of utilities and other public services
4. neighborhood character and social structure
5. qualities of the natural environment
6. potential fiscal impact.



City of Gloucester Abutters Report

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.
Gloucester Board of Assessors.

Abutters to Parcel: Map-Lot-Unit 154-52

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Zoning Board of Appeals or City Council and it reflects the abutters to the Parcel known as Map 154 Lot 52 as further shown on the attached map dated 1/8/2018.

ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS
154-46 PARKER MICHAEL R & MADEIRA AMANDA T	14 HIGH ST	154-46	PARKER MICHAEL R & MADEIRA AMANDA T 14 HIGH ST GLOUCESTER, MA 01930
154-47 SMITH LAURI & OLYMPIA & JEREMIAH	18 HIGH ST ✓	154-47 ✓	SMITH LAURI & OLYMPIA & JEREMIAH 6 EMERALD ST GLOUCESTER, MA 01930
154-48 JEDREY SUSAN	20 HIGH ST ✓	154-48 ✓	JEDREY SUSAN 20 HIGH ST GLOUCESTER, MA 01930
154-13 BRUGGER BONNIE D	26 HIGH ST ✓	154-13 ✓	BRUGGER BONNIE D 26 HIGH ST GLOUCESTER, MA 01930
141-52 CROUSE WESLEY B & M KIM <i>attempted not home</i>	1036 WASHINGTON ST	141-52	CROUSE WESLEY B & M KIM 650 ROSEMARY LN MEDIA, PA 19063-2238
141-53 SNYDER G GALE C/O SNYDER JESSICA AMY	1038 WASHINGTON ST ✓	141-53	SNYDER G GALE C/O SNYDER JESSICA AMY 1038 WASHINGTON ST GLOUCESTER, MA 01930
142-7 SWINSON GREGORY P	1040 WASHINGTON ST ✓	142-7 ✓	SWINSON GREGORY P 1040 WASHINGTON ST GLOUCESTER, MA 01930
142-8 NIXON DAVID & NIXON FRANCES WALSH <i>attempted not home</i>	1042 WASHINGTON ST	142-8	NIXON DAVID & NIXON FRANCES WALSH 1042 WASHINGTON ST GLOUCESTER, MA 01930-1163
142-9 RUSSELL TIMOTHY	1044 WASHINGTON ST	142-9	RUSSELL TIMOTHY 6 BAY RD NORTON, MA 02766
154-58 HOLLAND NICHOLAS & DEBORAH C	1047A WASHINGTON ST	154-58	HOLLAND NICHOLAS & DEBORAH C 11 JEBEKA LN GLOUCESTER, MA 01930



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ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS
154-56 STADLER FRANK W & NANCY HOPE	1049 WASHINGTON ST	154-56	STADLER FRANK W & NANCY HOPE 1049 WASHINGTON ST GLOUCESTER, MA 01930
154-55 MCGIBBON DAVID C & MARTINA S	1053 WASHINGTON ST ✓	154-55 ✓	MCGIBBON DAVID C & MARTINA S 1053 WASHINGTON ST GLOUCESTER, MA 01930
154-54 REISS MARC D & JOANNE S	1055 WASHINGTON ST ✓	154-54 ✓	REISS MARC D & JOANNE S 1055 WASHINGTON ST GLOUCESTER, MA 01930
154-52 HAYES COURTNEY O	1057R WASHINGTON ST ✓	154-52 ✓	HAYES COURTNEY O 1057 WASHINGTON ST GLOUCESTER, MA 01930
154-51 ENOS MANUEL & DAWN	1061 WASHINGTON ST ✓	154-51 ✓	ENOS MANUEL & DAWN 3 YOUNG AVE GLOUCESTER, MA 01930
154-50 BUGDEN WILLIAM H & BUGDEN MARY	5 YOUNG AV ✓	154-50 ✓	BUGDEN WILLIAM H & BUGDEN MARY 5 YOUNG AV GLOUCESTER, MA 01930
154-11 RODERICK GIL W ET AL	6 YOUNG AV	154-11	RODERICK GIL W ET AL 6 YOUNG AV GLOUCESTER, MA 01930
154-49 VOYSEY STEPHEN O & AMANDA	9 YOUNG AV ✓	154-49 ✓	VOYSEY STEPHEN O & AMANDA 9 YOUNG AV GLOUCESTER, MA 01930



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ABUTTER

STREET ADDRESS

PARCEL NO.

TAX BILL ADDRESS

The Gloucester Board of Assessors certifies that the Abutters Report program written to create a list of the names and addresses of property owners from the applicable tax list has been reviewed. To the best of our knowledge and belief the Abutters Report program generates an accurate list from the most recent tax list of the assessed owner of record and the mailing information of the parties in interest as defined within and required by the law and therefore the within document constitutes a certified abutters list.

Nancy A. Papows, MAA

Gary I. Johnstone, MAA

Bethann B. Godinho, MAA

GLoucester BOARD OF ASSESSORS

City of Gloucester Assessors' Office, City Hall, 9 Dale Avenue, Gloucester, MA 01930

1/8/2018



City of Gloucester Abutters Report

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Gloucester Board of Assessors.

Abutters to Parcel: Map-Lot-Unit 154-52

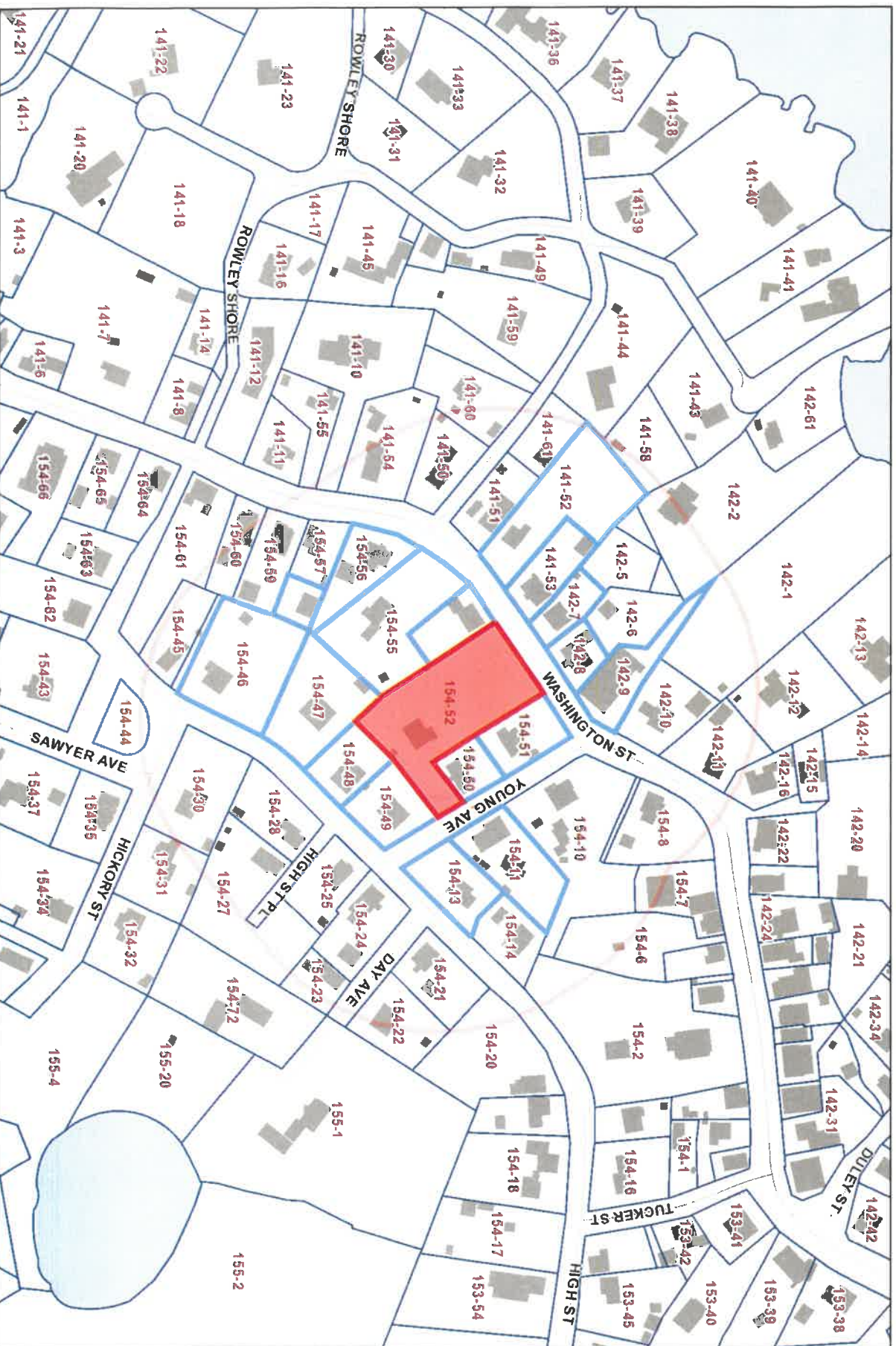
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ABUTTER

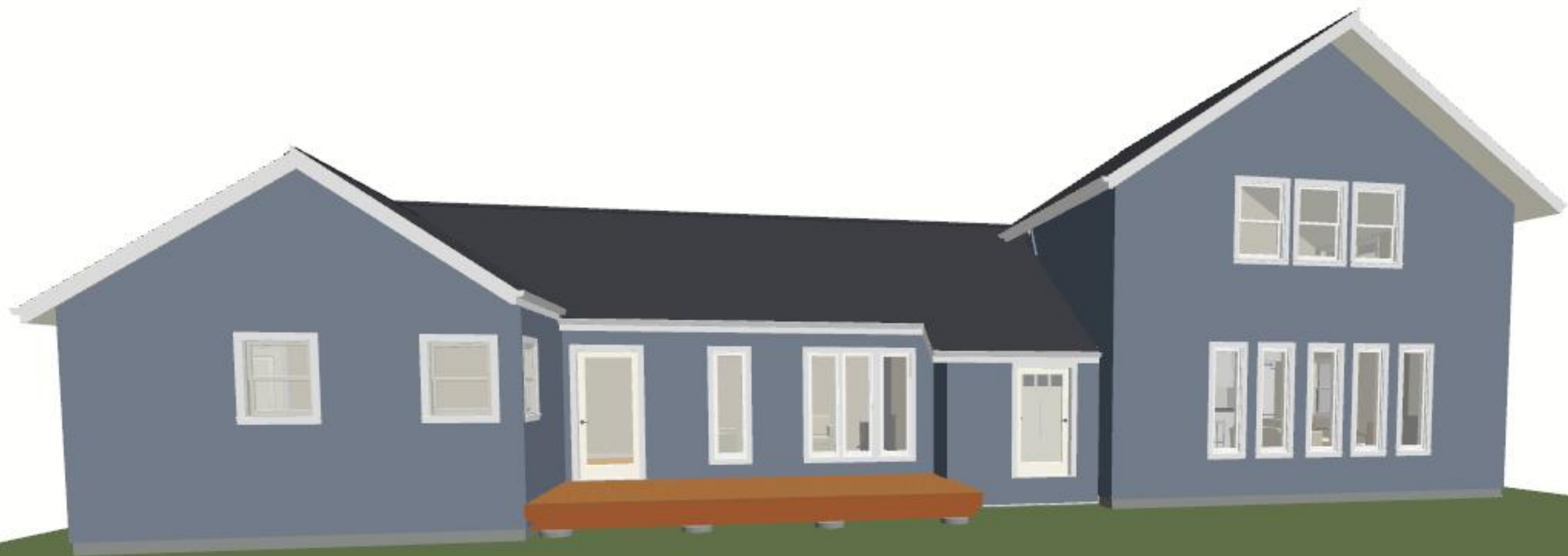
STREET ADDRESS

PARCEL NO.

TAX BILL ADDRESS



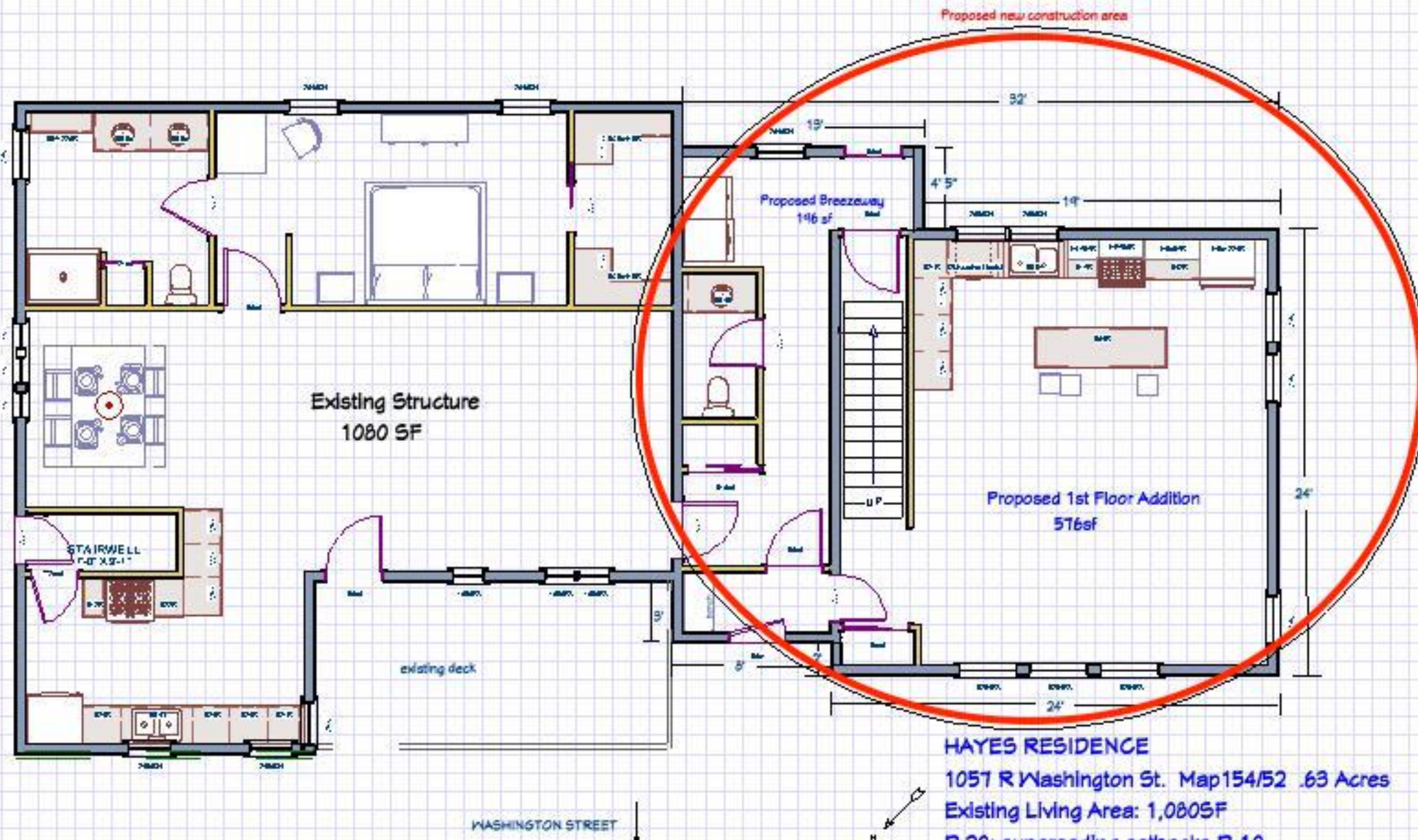












HAYES RESIDENCE

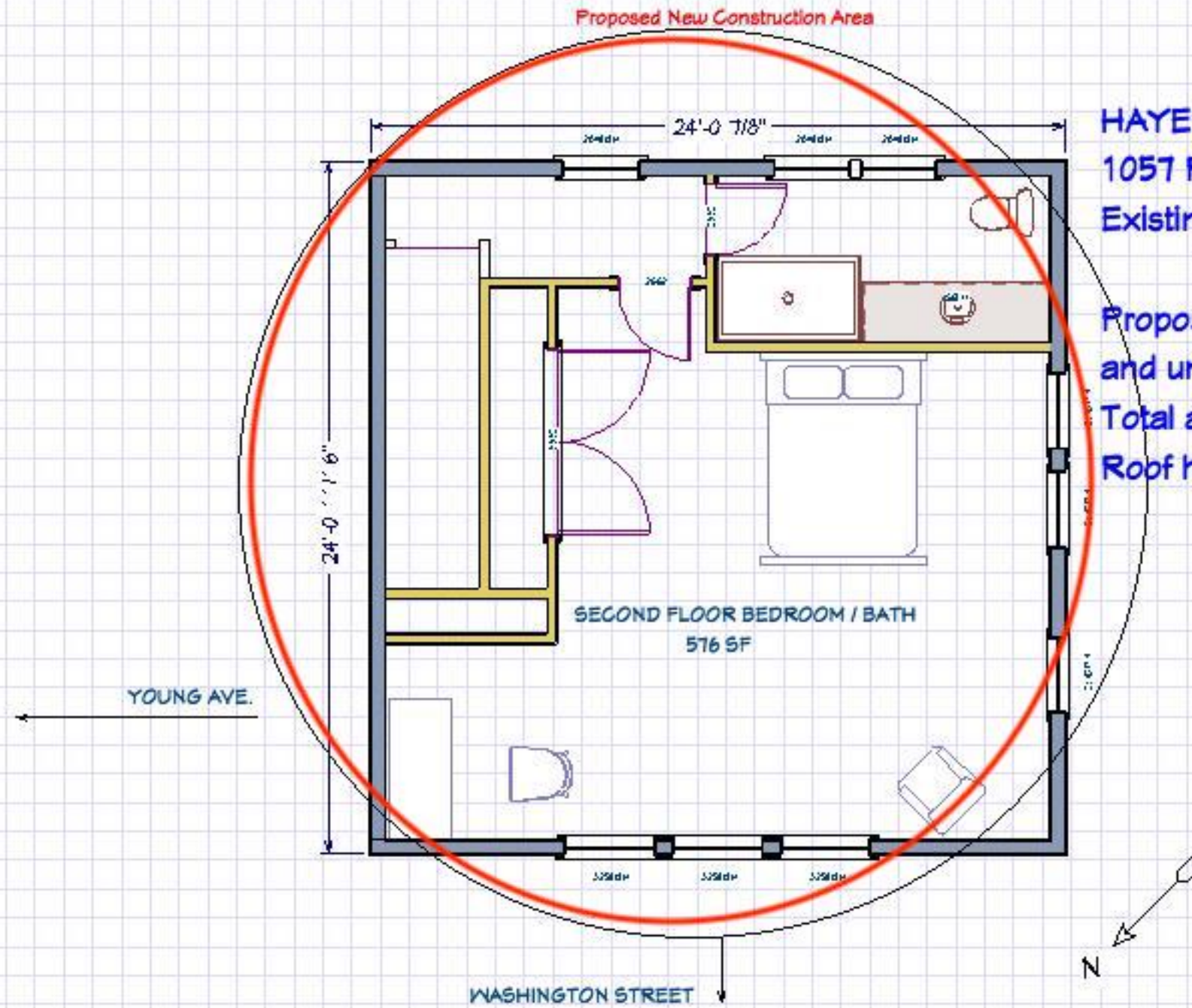
1057 R Washington St. Map154/52 .63 Acres

Existing Living Area: 1,080SF

R 20; superseding setbacks R-10

Proposed Addition: 1 1/2 story with breezeway
and unfinished basement below

Total added Living Area SF: 1,350



HAYES RESIDENCE

1057 R Washington St. Map154/52 .63 Acres

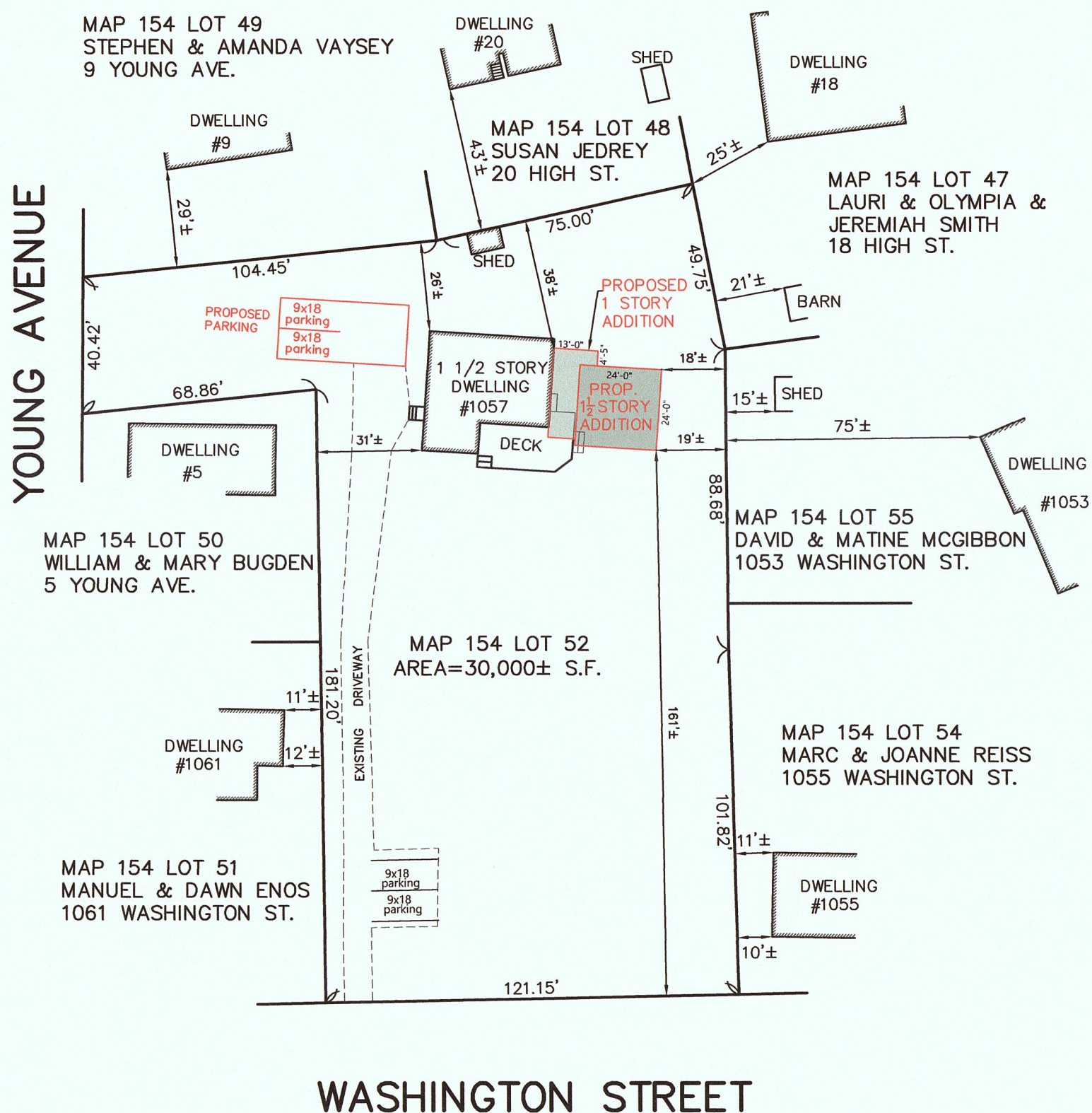
Existing Living Area: 1,080SF

Proposed Addition: 1 1/2 story with breezeway
and unfinished basement below

Total added Living Area SF: 1,350

Roof height +/- 25'

NS Bach, Bach Builders
29 Woodbury St., Gloucester, MA
1/8/18



- ZONING DISTRICT - R20.
(WITH SUPERSEDING SETBACKS)
- EXISTING LOT COVERAGE = 4%.
- PROPOSED LOT COVERAGE = 6.6%.

#4560

PROFESSIONAL LAND SURVEYOR

