Print Form

CITY OF NORTHAMPTON

ZONING BOARD OF APPEALS

FINDING APPLICATION

Applications WILL NOT be accepted without all of the following information.

It is recommended that you meet with the Senior Planner to review application materials prior to submission. For an appointment, please call the Office of Planning & Development at 413-587-1287.

1. **Change of a Legally Pre-Existing Non-Conforming Use or Structure**

Permit is requested under Zoning Ordinance Section:_____ Page: _____

From Building Inspector's Review form

2. Parcel Information

Address:

Assessor Identification: **Map #, Parcel #:**	**2nd Map #, Parcel #:** (if applicable)	Zoning Districts:
Recorded in Hampshire Registry of Deeds or Land Court	Book:	Page:

3. Applicant's Information		4. Owner Information **(if different from Applicant)**
Name		
Address		
Telephone		
Email		
Fax		
Status of Applicant	☐ Owner ☐ Contract Purchaser ☐ Lessee ☐ Other:	
Applicant's Signature	Date	Owner's Signature* Date

I certify: the information contained herein is true and accurate to the best of my knowledge; the above signed owner(s) grant the Board and its agents permission to enter the property to review this application; I understand all documents will be entered into the public record and will be available on the internet; I understand that if neighboring issues have not been addressed/ resolved prior to the hearing, the Board will continue the hearing.

*** Owner's signature or letter from owner authorizing applicant/representative to sign on behalf of owner.**

FOR OFFICE USE: Distribute to: Sr. Planner____; Building____; DPW____(2); Fire____; Police____; BOH____. Please review & send comments to the Sr. Planner. The tentative meeting date is 2nd Thursday____; 4th Thursday ____ of Jan.____; Feb.____; March____; April____; May____; June____; July____; Aug.____; Sept.____; Oct.____; Nov.____; Dec.____.

5. **Check boxes below indicating that you have attached/included the following documentation:**

- ☐ Sketch Plan **OR** Site Plan showing abutting property surrounding site.
- ☐ Filing Fee made Payable to the City of Northampton ($200.00).
- ☐ Stamped, Self Addressed Envelope(s) to Owner and Applicant.
- ☐ **Two separate rubberbanded sets** of stamped envelopes addressed to each of the abutters within 300' and the planning boards within adjacent towns. The abutters list can be found at www.northamptonma.gov/opd. If within 300' of a neighboring town, the envelopes must include the abutters within said town. The return address of all the envelopes should be labeled as: Planning and Development, City of Northampton, City Hall, 210 Main Street, Room 11, Northampton, MA 01060-3198.
- ☐ A printed list of all abutters (from above section). **Number of Abutters on the list is: _____.**
- ☐ 12 complete packages (original & 11 copies). Each packet **must** include all application material and be collated, stapled and banded together.
- ☐ Zoning Permit Review Form with Building Inspector's endorsement & Application.
- ☐ Folded Plans - all plans of 11x17 or larger must be folded (If 36x24 plan sheets are included, they may contain 6 full sets with the remaining 5 at 11x17 size) and collated with each application.
- ☐ I understand that it is required that I take this application to **get date stamped at the City Clerk's Office first**, prior to filing it with the Northampton Planning and Development Office.

6. Narrative Description of Proposed Work/Project: (use additional sheets if necessary)

7. **State How Work/Proposal Complies with the following Finding Criteria: (see also Section 9.2)**

a) Explain why the existing building, lot or use is legally pre-existing non-conforming. (Buildings, lots or uses that are in existence at the time new zoning is enacted are protected under grandfathering provisions)

b) Does the change, extension or alteration create a **new** violation of the zoning, which would require a variance? ☐ Yes ☐ No If Yes, explain

c) Explain how the change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood:

WHAT HAPPENS AFTER YOU HAVE FILED YOUR APPLICATION?

Generally, the Board meets the 2nd & 4th Thursday of every month (with the exception of summer & holiday months). **The application (with copies) must be date stamped at the City Clerk's Office prior to filing the application with the Office of Planning and Development.**

The deadline date for filing applications is one calender month prior to the next meeting.

1. Once your application has been filed, staff will review it to determine if the application is complete and ready for public hearing. We will schedule a Public Hearing for the next available agenda of the Zoning Board and place a legal ad in a local paper to appear a minimum of two (2) weeks prior to the hearing date.
2. The Wednesday, 15 days before the next meeting date **you may check the Planning Office web page, www.northamptonma.gov/opd/ public meeting notice to find out if your project has been scheduled for the next hearing.** Applicant attends the public hearing, and if all information is complete, the hearing is closed. Once the hearing is closed, the Board has up to 90 days to make a decision on the permit. (The Board rarely takes that long).
3. Once a decision is approved by the Board, (usually occurs at the same public hearing) the Board has fourteen (14) days from the date that the decision is made to file the decision with the City Clerk's Office.
4. After the decision has been filed with the City Clerk's Office, a twenty (20) day appeal period begins **[30 days for residential findings]**.

   *The applicant will be mailed a copy of the decision after it is filed with the City Clerk.

5. Once the twenty (20) [or 30]day appeal period passes without an appeal being filed, the applicant must pick up Certified copy of the decision from the City Clerk's Office and record it at the Registry of Deeds or Land Court, if applicable. **Permit is not valid until recorded.**
6. Proof that the decision has been filed at the Registry of Deeds must be brought to the Building Department, before a Building Permit will be issued.

   The short time frame for issuing a Finding, is two (2) to three (3) months. The long time frame is four (4) to six (6) months.