



*Town of Lexington*  
**Zoning Board of Appeals**  
**Application for Hearing**

This application must be completed, signed and submitted with the filing fee by the applicant or his/her representative in accordance with the Rules and Regulations of the Board (see other side of this application). The applicant is advised to review the Lexington Zoning Bylaw and the Rules and Regulations of the Board of Appeals prior to filing this application.

Location of Property \_\_\_\_\_  
(Street and number)

Name and Address of Applicant. \_\_\_\_\_

Applicant contact info - phone: day \_\_\_\_\_ evening \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant is: Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Agent/Attorney \_\_\_\_\_ Prospective Purchaser \_\_\_\_\_

Property Owner's Name and Address (if not applicant): \_\_\_\_\_

Date Deed Recorded: \_\_\_\_\_, Middlesex So. Registry of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_

Characteristics of Property: Lot Area \_\_\_\_\_ Actual Lot Frontage \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Lexington Assessors' Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Zoning District \_\_\_\_\_

Application is for:

\_\_\_\_\_ A variance from Section \_\_\_\_\_ of the Zoning Bylaw.

\_\_\_\_\_ A special permit in accordance with Zoning Bylaw Section \_\_\_\_\_

\_\_\_\_\_ An appeal from a decision of the \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_ Permit for removal or placement of fill, sand, gravel, or other materials. See General Bylaws of Town of Lexington, CH 43.

\_\_\_\_\_ Comprehensive Permit- M.G.L. Ch. 40B (subsidized housing)

\_\_\_\_\_ Other \_\_\_\_\_

Nature and Justification of Request (please use attachments as needed):

PETITIONER OR REPRESENTATIVE MUST ATTEND THE HEARING.

Signature of Applicant/Petitioner (or Representative) \_\_\_\_\_

Schedule of Filing Fees- October 17, 1989:

	<u>Residential</u>	<u>Non-Residential</u>	
Variance	\$100	\$200	Sign: \$100
Special Permit	\$100	\$200	Special Permit with Site Plan Review (SPS) *
Appeal	\$100	\$200	Comprehensive Permit*
Renewal	\$100	\$200	*varies with size of project



*Town of Lexington*  
Office of Community Development

David George, Zoning Administrator - 781-698-4515  
Dianne Cornaro, Department Assistant - 781-698-4516  
Department Fax number – 781-861-2780

**Items to be Submitted with Application for BOA Hearing**

(Application available on the Town of Lexington website  
[www.lexingtonma.gov](http://www.lexingtonma.gov))

**Make 10 separate packets with the following information included.\***

1. Application - filled out completely.  
(Please note: You MUST complete the nature and justification section with the reason for the need for the variance in detail so that hardship can be justified.)
2. Plot Plan (certified) - With proposed additions added.
3. Topographic Map (needed for variances) available from engineering department or on the Town of Lexington GIS website ([www.Lexingtonma.gov](http://www.Lexingtonma.gov)).
4. Drawings, designs, elevations, floor plans, etc. anything that will give the board the necessary information about the project\*.
5. Letters from abutters (not mandatory but could be helpful)
6. Certified Abutters List – Request abutters list on the Lexington website ([www.lexingtonma.gov](http://www.lexingtonma.gov)) or fill out the attached form and give it to a Building Clerk to be processed. (NOTE: It can take up to 10 days to receive this list, please request the abutters list as soon as possible.)
7. Map(s) and worksheet showing certified abutters.
8. Legal Ad Authorization Form

**Also to be submitted with application:**

1. A check made out to The Town of Lexington for the appropriate fee for the requested hearing.
2. 2 Sets of labels made from the assessors' abutters list.

**\*One original set of applications drawings plans etc. and 8 copies (drawings and plans may be reduced in size to 11 x 17 for ease of handling purposes)**

Updated March 29, 2012



*Town of Lexington*  
Board of Appeals

Fax: (781) 861-2780

Martha C. Wood, Chairman  
Leo P. McSweeney, Vice Chairman  
David G. Williams  
Jeanne K. Krieger  
Edward D. McCarthy  
Dianne Cornaro, Administrative Clerk (781) 698-4516

DATE: \_\_\_\_\_

TO: GateHouse Media New England/Community Newspaper Company  
LEGAL NOTICE DEPARTMENT

I HEREBY AUTHORIZE GateHouse Media New England/Community Newspaper Company to bill me directly for the legal notice published twice in the Lexington Minuteman for a public hearing with the Lexington Zoning Board of Appeals regarding property at:

\_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

Please print where to send the bill to:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Day-time Telephone Number \_\_\_\_\_

Revised: 03/10/2014 dc



# Town of Lexington

Clear Form

## Request For Certified Abutters List

Request Date \_\_\_\_\_

Requestor's Due Date

To Whom It May Concern:

I would like to request a Certified Abutters List for the following property:

Property Addresses: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Unit # \_\_\_\_\_

Other Related Map/Lot#: \_\_\_\_\_

Current Owner(s): \_\_\_\_\_

**For the purpose of contacting abutters for:**

Board of Appeals (Within 300')

Historical District Commission (Within 100')

Planning (Within 300')

Selectmen (Within \_\_\_\_\_')

Conservation Commission (Within 100')

Out of Town (Within \_\_\_\_\_')

Historical Commission (Within 100')

Town Engineer (Within \_\_\_\_\_')

Other criteria as follows: \_\_\_\_\_

*(Example: All condo association owners Or All properties on Elm St between Sugar St and Maple St.)*

**The Certified Abutters List should be Delivered as follows:**

Picked up *Please call when ready #* \_\_\_\_\_  
*Phone Number Ext*

Emailed to \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Ext \_\_\_\_\_

The source data and the process employed to establish this Abutters List has been certified by the Town of Lexington:

*RF LENT*  
Signed & Certified, Robert F. Lent Director of Assessing

**Dept Use:** \_\_\_\_\_

Date Processed : \_\_\_\_\_ Fee Collected: \_\_\_\_\_