

# The City of Revere, Massachusetts



## City Hall

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**John J. Henry**  
ZBA Clerk

Office of the City Clerk

To: Applicants for Special Permits, Variances, and Appeals to the Revere Zoning Board of Appeals  
From: John J. Henry, Clerk, Zoning Board of Appeals  
RE: Application Procedure

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The City of Revere Zoning Board of Appeals (ZBA) requires all applicants seeking a special permit, variance or an appeal to the ZBA to submit the following documents:

1. An application for a special permit, variance, or an appeal to the ZBA.
2. A Building Inspector's or Site Plan Review Committee denial form stating the reasons for the denial of a building permit.
3. A certified plot plan stamped by a registered engineer or land surveyor illustrating the special permit requested. Any application presented to the ZBA without a certified plot plan, stamped by a registered engineer or land surveyor illustrating the special permit requested, will be denied a hearing and tabled until such plot plan is submitted with application for hearing.
4. Applicant is required to secure a certified list of abutters and abutters to the abutter as required by Chapter 40A, Section 11 of the Massachusetts General Laws from the City of Revere Board of Assessors and the Board of Assessors of neighboring cities and towns if required, and submit said certified list(s) to the City Clerk's Office with the completed application and separate checks listed on the next page. (The Board of Assessors shall provide a hard copy of the certified list(s) and two (2) sets of mailing labels to facilitate the mailing of first notices and decision notices.)
5. The required fees for submission of an appeal to the ZBA.
6. Photos of the site and or structures.

Please note that applications for a special permit or variances or appeals will not be accepted unless the applicant fulfills all of the application requirements of the ZBA.

A document describing the time schedule for hearings and decisions is attached for the information of the application.

10/28/88  
10/10/02  
7/21/05  
5/24/11

City of Revere, Massachusetts  
Schedule of Fees  
for Public Hearing  
for Licenses, Permits, Zoning Amendment, Board of Appeals

**Applicant is required to secure a certified list of abutters and abutters to the abutter as required by Chapter 40A, Section 11 of the Massachusetts General Laws from the City of Revere Board of Assessors and the Board of Assessors of neighboring cities and towns if required, and submit said certified list(s) to the City Clerk's Office with the completed application and separate checks listed below.**

**(The Board of Assessors shall provide a hard copy of the certified list(s) and two (2) sets of mailing labels to facilitate the mailing of first notices and decision notices.)**

**1.) City of Revere \$260.00**

For mailing of notices to abutters  
and mailing of decision notices. (\$80.00)

For administrative expenses  
of the Zoning Board of Appeals. (\$180.00)

**2.) Revere Journal \$140.00**

Legal advertising expenses  
relative to variance public hearing (\$70.00/week)

3/18/91  
3/27/92  
2/2/94  
9/7/94  
12/5/96  
7/21/05  
5/24/11  
02/01/17

**City of Revere, Massachusetts  
Zoning Board of Appeals  
Application For Special Permit or  
Variance or Appeal from  
the Decision of the Building Inspector**

All parts of this application and the attached documents shall be completed and submitted under the pains and penalties of perjury. Incomplete filings may be rejected.

The applicant must be prepared to present data that tends to indicate that the public convenience and welfare will be substantially served by granting the exception or permission requested. That the exception or permission requested will not tend to impair the status of the neighborhood; that the exception or permission requested will be in harmony with the general purposes and intent of the Revised Ordinances of the City of Revere.

I hereby request a hearing before the Revere Zoning Board of Appeals for the following:

- A. Application for Variance Title 17, Chapter 17.52, Section 17.52.020, M.G.L. Chapter 40A, Section 10. (answer questions 1 thru 15 only)
- B. Application for Appeal from the Decision of the Inspector of Buildings, Title 17, Chapter 17.52, Section 17.52.020 M.G.L. Chapter 40A, Section 7 (Procedures Section 15, Chapter 40A)

All parts of this application and the attached documents shall be completed and submitted under the pains and penalties of perjury. Incomplete filings may be rejected.

The applicant must be prepared to present data that tends to indicate that the public convenience and welfare will be substantially served by granting the permission requested. That the permission requested will not tend to impair the status of the neighborhood; that the permission requested will be in harmony with the general purposes and intent of the Revised Ordinances of the City of Revere, and that the proposed alteration of the structure will not be substantially more detrimental to the neighborhood than the existing structure.

- C. Application for Special Permit for Alteration and Extension of Nonconforming Structure (Revised Ordinances of the City of Revere), Title 17, Chapter 17.40, Section 17.40.040. (answer questions 1 thru 9b and 16 and 17 only)

1. Applicant submitting this application is:

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

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

Tel. #: \_\_\_\_\_

2. Applicant is: \_\_\_\_\_ Tenant \_\_\_\_\_ Licensee \_\_\_\_\_ Prospective Purchaser  
\_\_\_\_\_ Owner \_\_\_\_\_ Other (Describe)

\_\_\_\_\_.

3. The following person is hereby designated to represent the applicant in matters arising hereunder:

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

Title: \_\_\_\_\_

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

Tel. #: \_\_\_\_\_

4. The land for which this application is submitted is owned by:

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

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

Tel. #: \_\_\_\_\_

5. The land described in this application is recorded in Suffolk County Registry of \_\_\_\_\_,

Book \_\_\_\_\_, Page \_\_\_\_\_. Certificate # (if registered) \_\_\_\_\_,

Book \_\_\_\_\_, Page \_\_\_\_\_.

6. Plans describing and defining the Exception to Use Regulations In Certain Districts, the Special Permit or Special Permit For Alteration and Extension of Nonconforming Uses are included herewith and made a part hereof and are titled and dated:

\_\_\_\_\_

Lot # \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

7. A map describing the land uses of adjacent and nearby properties is included and made a part of this application.

8. A locus map (8½" x 11") copy of City of Revere or USGS topographic sheet with site marked for which permit is requested is included and made a part of this application.

9A. Is the site of this application subject to the Wetland Protection Act (M.G.L., Chapter 131, Sec. 40A or Chapter 130, Sec. 105)?

yes

no

do not know

9B. Is the location of the site of this application within 100 feet of:

\_\_\_\_\_ a coastal beach; \_\_\_\_\_ salt marsh; \_\_\_\_\_ land under the ocean;

\_\_\_\_\_ do not know; \_\_\_\_\_ no.

10. Describe the property for which this application is being submitted (including dimensions of land, existing buildings, if any, availability of utilities, sewer, water, etc.):
11. What is the nature of the appeal or variance requested in this application?
12. Describe the soil conditions, shape or topography especially affecting the land or structure<sup>9s0</sup> in question, but not affecting generally the zoning district in which the land or structure<sup>9s</sup>) are located which the appellant to seek this variance:
13. Describe how the enforcement of the provisions of the Zoning Ordinances would involve substantial hardship, financial or otherwise, to the undersigned:
14. Describe how desirable relief may be granted without substantial detriment to the public good:
15. Describe how the variance desired may be granted without nullifying or substantially derogating from the intent or purpose of the Zoning Ordinances:

16. Describe the property for which this application is being submitted (including dimensions of land, existing buildings, if any, availability of utilities, sewer, water, etc.):

17. What is the nature of the exception of special permit requested in this application?

I hereby certify under the pains and penalties of perjury that the foregoing information contained in this application is true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date

Received from above applicant, the sum of \$ \_\_\_\_\_ to apply against administrative and mailing costs.

\_\_\_\_\_

Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

by: \_\_\_\_\_  
Corporate Officer (if applicable)

Certification

Pursuant to M.G.L. Chapter 40, Section 57(a), and Title 3, Chapter 3.04, Section 3.04.020 of the Revised Ordinances of the City of Revere, Massachusetts, I hereby certify, under penalties of perjury, that I have paid all City of Revere real estate taxes, water and sewer assessments and any other municipal charges required under law.

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

by: \_\_\_\_\_  
Corporate Officer (if applicable)



**Plot Plan Requirements  
Relative to the Submission of  
Variance Application to the Zoning Board of Appeals  
Special Application to the Revere City Council**

1. Applications to the Zoning Board of Appeals must include a plot plan illustrated in black ink on 8½' x 14; mylar suitable for recording in the Suffolk County Registry of Deeds in accordance with Suffolk County Registry of Deeds' standards.
2. The plot plan must illustrate lot or lots for which application is submitted. Multiple lots assembled to form a buildable lot must be illustrated with hash lines between lots to indicate location of multiple lots. Applications for variances for subdivision purposes must include existing lot lines illustrated with hash lines as well as proposed new lot lines illustrated by bold lines. Plot plans submitted for variance for subdivision purposes must include existing as well as proposed lot numbers.
3. The plot plan must illustrate lot dimensions, i.e., lot frontage and lot size. Plan must also illustrate yard dimensions, i.e., front, side and rear yard setbacks.
4. Plot plan must include calculations of percentage of principal building coverage on the lot, usable open space and current and proposed building and/or structure height. (See section 17.24.010 of Revere Zoning Ordinances for reference.)
5. Plot plan must illustrate parking spaces. (See Section 17.28.020 of Revere Zoning Ordinances for requirements.)
6. Plot plan must indicate current zoning designation of lot as well as street address of lot.
7. Plan must illustrate all existing structure, stairs, decks, chimney foundations, swimming pools, sheds, patios, etc.
8. Plan must illustrate the exact distance of structures on direct abutting properties in proximity to the applicant's property.
9. Plan must indicate the names of direct abutters illustrated on their adjoining properties.
10. Plan must illustrate the amount of new increased square footage being requested by this application.
11. Plan must illustrate the proposed number of stories and height of the proposed structure.

10/28/88

12/1/89      amended

1/2/94        amended

3/27/05      amended