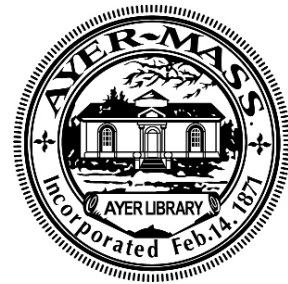
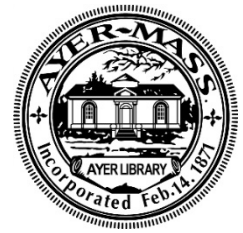


**Town of Ayer**  
**ZONING BOARD OF APPEALS**  
**APPLICATION FOR A HEARING**



**Notes to the Petitioner:**

1. The Zoning Board of Appeals meets on the 3<sup>rd</sup> Wednesday of the month at 6:00 PM at the Ayer Town Hall. Because of the requirements set forth in Massachusetts General Law, Chapter 40A, completed application submissions must be received by the Town approximately 3 to 3.5 weeks ahead of the meeting date. Please contact the Town Manager's Office to inquire about submission deadlines at 978-772-8220 or [zba@ayer.ma.us](mailto:zba@ayer.ma.us)
2. All applications for a hearing must be received by the Town Manager's Office and accompanied by:
  - Eleven (11) copies of a certified plot plan (8 ½ x 11 or 11 x 17) and/or relevant certified drawings/sketches
  - One (1) electronic copy of the application and plans in PDF format emailed to [zba@ayer.ma.us](mailto:zba@ayer.ma.us)
  - Certified list of abutters obtained from the Assessor's Office.
2. The application, when completed and signed, must be filed with a non-refundable application fee of one hundred-sixty five dollars (\$165.00). Check should be made payable to the "Town of Ayer".
3. The applicant is responsible for the cost of the legal ad, which will run in either the Nashoba Valley Voice or the Lowell Sun. This amount will be determined after the application is submitted. Check should be made payable to the "Town of Ayer". The Town Manager's Office will email you the cost of the ad, which is determined by length.
4. The applicant is responsible for mailing a "Notice to Abutters", which is provided in PDF format via e-mail by the Town Manager's Office. More information on the mailing can be found on Page 4.
5. Notice of the Public Hearing including the time and date will be posted on the Town Hall Posting Board (located outside Town Hall at the Columbia Street entrance) at least 48 hours in advance of Public Hearing.
6. **Application will not be heard unless both checks are received at least 2 weeks prior to hearing.**
7. The ZBA shall duly post and conduct a public hearing within 65 days of receiving a completed application and render a decision within 14 days of the close of the Public Hearing. Most decisions are subject to a twenty (20) day appeal period. After the 20 day appeal period, the decision must be filed by the applicant, at the South Middlesex County Registry of Deeds in Cambridge. Prior to obtaining a building permit, the applicant must present evidence of Registry filing to the Building Inspector and ZBA. This evidence may be a receipt from the Registry with an Instrument number or proof of the Book and Page assigned.



**Town of Ayer  
ZONING BOARD OF APPEALS  
APPLICATION FOR A HEARING**

**Name of Applicant:** \_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email Address)

**Applicant is:** \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Licensee \_\_\_\_\_ Prospective Buyer\*  
*\*If you are a tenant, licensee or prospective buyer please include a letter from the property owner acknowledging the application with the Zoning Board of Appeals.*

**The name and address of each holder or legal title to the land which is the subject of this petition (list as it appears on the Deed):**

\_\_\_\_\_

**Location of Property:**

\_\_\_\_\_

**Assessor's Map** \_\_\_\_\_ **Parcel** \_\_\_\_\_ **Land Size** \_\_\_\_\_

**Zoning District:**    A-1    A-2    GR    GB    DB    LI    I    MUT    HCS  
*Circle One*

**Registry of Deeds Book** \_\_\_\_\_ **Page** \_\_\_\_\_

**Aquifer Protection Overlay District (circle one)**    Zone I    Zone II    N/A

The undersigned hereby petitions the Town of Ayer Zoning Board of Appeals to vary the terms of the Zoning Bylaws for the following purpose:

\_\_\_\_\_ A VARIANCE from the requirements of the Town of Ayer Zoning Bylaws

\_\_\_\_\_ A SPECIAL PERMIT for a specific use which is subject the approval of the Zoning Board of Appeals

\_\_\_\_\_ A SPECIAL PERMIT to expand, alter, or change a non-conforming use or structure.

\_\_\_\_\_ ADMINISTRATIVE APPEAL (i.e. Building Inspector Decision)

Did you request a building permit from the Town of Ayer Building Inspector? \_\_\_\_\_

If yes, were you denied a permit by the Town of Ayer Building Inspector? \_\_\_\_\_

*If you were denied a permit, please attach a copy of the decision from Building Commissioner's Office.*

**State briefly the reasons for application and include the appropriate citation(s) from the Ayer Zoning Bylaw, March 19, 2018 Version:**

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Date: \_\_\_\_\_

Signed by \_\_\_\_\_

(Petitioner)

\_\_\_\_\_  
(Daytime Phone Number)

\_\_\_\_\_  
(Email)

**CHECK LIST:**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Two checks - 1) In the amount of \$165.00 for Public Hearing Fee and 2) For legal ad (cost to be determined after application submittal). Both made payable to the Town of Ayer.
- \_\_\_\_\_ Eleven (11) copies of the certified plot plan (8 ½ x 11 or 11 x 17) and relevant drawings/sketches, as applicable **and** PDF files sent to zba@ayer.ma.us
- \_\_\_\_\_ List of Abutters Certified by the Assessors’ Office
- \_\_\_\_\_ Completed certified mail documents – See next two pages for additional information

**MAILING INFORMATION:**

The Notification to Abutters must be mailed to all listed abutters and the following Towns, as noted below\*. The certified/return receipt requested mailing is paid for and mailed by the applicant. Postmarked green and white mail **Certified Mail Receipts\*\*** must be turned into the Town Manager’s Office at least 2 weeks before the scheduled Public Hearing.

**\* Notice must be sent by regular, noncertified mail to abutting towns:**

Town of Shirley	7 Keady Way	Shirley, MA	01464
Town of Littleton	PO BOX 1305	Littleton, MA	01460
Town of Groton	173 Main Street	Groton, MA	01450
Town of Harvard	13 Ayer Road	Harvard, MA	01451

**\*\*This Image Does Not Contain a Postmark\*\***



**Will be provided by Town Manager's Office via emailed PDF after submittal of application.**

**Notification to Abutters**

**Town of Ayer  
Zoning Board of Appeals  
Public Hearing Notice**



The Ayer ZBA will conduct a public hearing at 7:00 PM on Wednesday January 15, 2020 at the Ayer Town Hall located at 1 Main Street Ayer, MA 01432 regarding the application by Joe Smith, 1 Happy Street Ayer, MA 01432. Applicant seeks a variance to raze a non-conforming structure on a non-conforming lot and replace with larger structure.

Advertised December 27, 2019 and January 1, 2020, *The Ayer Public Spirit*

**Name of Applicant:**

Mr. Joe Smith  
1 Happy Street  
Ayer, MA 01432

**Date of Public Hearing:**

Wednesday January 15, 2020

**Time of Public Hearing:**

7:00 PM

**Location of Public Hearing:**

Ayer Town Hall, 1 Main Street Ayer, MA 01432

Copies of the application are available at the Ayer Town Clerk's Office Monday, Wednesday and Thursdays from 8am – 4pm; Tuesdays 8am – 7pm and Fridays 8am – 1pm.