Notes to the Petitioner:

1. The Zoning Board of Appeals meets on the 3rd 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.

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
   - Certified list of abutters obtained from the Assessor’s Office.

3. 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”.

4. 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.

5. 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.

6. 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.

7. Application will not be heard unless both checks are received at least 2 weeks prior to hearing.

8. 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.
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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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**
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.