

**Checklist of Attachments to Board of Appeals Application(s)**

<b>Submission Requirement and the Reference to Uniform Application Item Number</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
1. Copy of recorded deed to the premises. (Application form #2)		
2. Copies of covenants and/or restrictions that affect the subject premises (covenants and/or restrictions would be referred to in the deed). (Application form #2)		
3. Copies of all recorded special permits and variances previously granted by the Board of Appeals with respect to the premises. (Application form #3)		
4. Copies of all recorded special permits previously granted by the Planning Board with respect to the premises. (Application form #3)		
5. If real estate taxes or other town assessments are in arrears, a statement of explanation. (Application form #5)		
6. A statement that details the present use of the property. If the lot is vacant, the statement should specify the former use, if any. (Application form #6)		
7. If a building permit has been denied or refused, attach a copy of the application and the Director of Municipal Inspections response. (Application form #9)		
8. Copies of all Decisions of Site Plan Review issued by the Planning Board, if any, for the premises. (Application form #11)		
9. Copies of all Orders of Conditions issued by the Conservation Commission for the proposed project or a prior project on the premises. (Application form #13)		
10. Copies of any other applicable decisions or permits issued by the Town of Hopkinton which are not already required above. (Application form #14)		
11. A statement that specifically includes		

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the applicant's objectives and why the applicant believes the Board of Appeals should grant the requested relief. (Application form #18)		
12. A statement which specifically includes the applicant's objectives and why the applicant believes the Board should grant the requested relief. (Application form #23)		
13. <i>Variance applicants only</i> – A statement that specifically includes why, owing to conditions (soil, shape, or topography) especially affecting the premises, but not affecting generally the zoning district in which it is located, a literal enforcement of the Zoning Bylaw would result in a substantial hardship to the applicant. (Application form #24)		
14. A locus plan (paper and electronic) sufficient to identify the subject premises and those immediately adjacent to it. All structures within 50 feet of the property line located on other property shall be shown, with the distance to the property line of the subject premises noted. Plan shall include a title block with the property address and/or project name, and shall be dated. Plan shall be to scale and clearly legible. (Application form #29)		
15. A plan (paper and electronic) of the subject premises with lot dimensions, the location of all existing structures, and existing setback distances shown. Include other information relevant to the particular application, such as location of wetland buffer zones, driveways, parking lots, septic systems, steep topography, etc. Plan shall include a title block with the property address and/or project name, and shall be dated. Plan shall be to scale and clearly legible. (Application form #29)		
16. A plan (paper and electronic) showing		

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<p>all structures and modifications proposed on the subject premises, whether or not Board of Appeals relief is required. Proposed setback distances shall be noted. Plan shall include a title block with the property address and/or project name, and shall be dated. Plan shall be to scale and clearly legible. (Application form #29)</p>		
<p>17. If new structures are proposed, elevation drawings (paper and electronic) of all sides of the proposed structure(s) with dimensions, including height, noted. Plan shall include a title block with the property address and/or project name, and shall be dated. Plan shall be to scale and clearly legible. (Application form #29)</p>		
<p>18. Abutters list prepared by the Assessors office dated within 30 days of the date the application is submitted. (Application form #27)</p>		
<p>19. Two sets of mailing labels from the Assessors office. (Application form #28)</p>		
<p>20. Filing fees. (Application form #30)</p>		

**Checklist - Supplemental Information for Pre-Existing Non-Conforming Uses and Structures Application:**

Pre-existing Nonconforming USES:

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
1. A statement that describes the protected pre-existing non-conforming use. Include within the comments the date the use began, and describe the nature, purpose and extent of the use on that date.		
2. A statement that describes any changes to the protected pre-existing non-conforming use since its inception. Include with the comments how the nature, purpose and extent of the use evolved, if at all.		
3. A statement that describes the proposed pre-existing non-conforming use. Include within the comments a description of the nature, purpose and extent of the proposed use.		

Pre-existing Nonconforming LOTS:

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
1. If there was a previous use on the lot, a statement that describes the previous use.		
2. If there is now a use or structure on the lot, a statement that describes the use and/or structure. If there is not a use or structure on the lot, a statement that describes what happened to the previous use and/or structure, and why the protection afforded is still in existence. If there is no structure on the lot, specifically describe why the protection is not lost by abandonment, fire, explosion or other catastrophe pursuant to the zoning bylaw provisions.		

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
3. Copies of plans from the Assessor's office or Registry of Deeds that support the position indicated in the submitted statement.		

Pre-existing Non-conforming BUILDABLE LOTS:

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
1. Proof that the lot was not held in common ownership, which is generally an opinion from a Title Attorney who has conducted a title exam at the Registry of Deeds.		
2. A statement that describes when the lot was created and why it is protected as a pre-existing non-conforming buildable lot.		
3. Copies of plans from the Assessor's office or Registry of Deeds that support the position indicated in the submitted statement.		

Pre-existing Non-conforming STRUCTURES THAT DO NOT MEET SETBACKS:

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
1. A statement that describes the location on the lot of the protected pre-existing non-conforming structure(s). Include with the comments the date the structure(s) was (were) built.		
2. A statement that describes any previous alterations or changes to the protected pre-existing non-conforming structure(s) since its construction. Include within the comments the date the improvements were built.		
3. A statement that describes the proposed alterations or changes to the protected pre-existing non-conforming structure(s).		
4. Plans that support the position indicated		

<b>Requirement</b>	<b>Check whether submitted or indicate not applicable (NA)</b>	<b>Notes</b>
in the submitted statements.		
5. If there are proposed alterations or changes involving the increase in any non-conforming setback, attach a statement detailing why permission is sought for additional nonconformity.		
6. A statement that describes the proposed changes to the structure(s) on the lot, including the reasons for the change and the uses proposed for the structure(s) and the lot in general.		
7. If no special permit application accompanies the supplemental application, a statement that describes why no application for special permit is filed with the form.		