



# DANVERS ZONING BOARD OF APPEALS

## APPLICATION FAQ'S

### Who is the Zoning Board of Appeals (ZBA) and what do they do?

The ZBA is a volunteer Town regulatory Board comprised of five town resident who are tasked with reviewing, approving, and monitoring applications for special permits, variances, findings, and appeals, as they pertain to the Danvers Zoning Bylaw.

### What type of application will I be required to file with the ZBA?

Prior to obtaining a building or use permit from the Building Inspector, you may have to file a:

Special Permit application if you are requesting a certain use that requires discretionary approval from the Zoning Board. Each zoning district in Town has specific use regulations. To see what uses require a Special Permit from the ZBA, please see Table 1 of the Zoning Bylaw.

Variance application if you are requesting to deviate from specific zoning requirements. If your project does not meet the required uses, minimum lot size, side/rear/front setbacks, height, or other applicable zoning dimensional requirements, you must seek relief from the Zoning Board. To see the minimum dimensional requirements for your zoning district, please see Tables 2 and 3 of the Zoning Bylaw. To see allowable and prohibited uses, see Table 1 and/or Table 18-8.

Finding application if you are requesting to extend, change or alter an existing structure, lot, or use that does not meet current zoning requirements (i.e., is non-conforming). Non-conforming uses and structures may be altered via a finding. See sections 3.10, 3.11, and 3.12 of the Zoning Bylaw for more information.

The Zoning Bylaw can be accessed online here: [Danvers Zoning Bylaws](#)

### What do I need to provide with my ZBA application?

In addition to the ZBA application, you will need to provide us with a copy of:

1. Your properties deed. You can download a copy of your deed on the Southern Essex Registry of Deeds website here: [Salem Deeds Website](#)
2. A drawing, plot plan, map, or survey showing your project. Although an engineered site survey is not required for the ZBA application, any sufficient and detailed plans that you can provide alongside the application is preferred and will further help the Board decide on your application. Please note that projects requiring building permits and architectural drawings will most likely require professional plans. A certified plot plan must be provided in order to confirm zoning setbacks.
3. Publishing Agreement Form. This form authorizes the Danvers Herald (Gatehouse Media) to bill you directly for the legal ad required to be published in the newspaper. A copy of the form is available on the ZBA website.
4. A project narrative. Provide the who, what, where, when, why, and how of the project. This narrative is reviewed by the Board to better understand your request and project.

### How often does the Zoning Board of Appeals meet?

The ZBA meets twice a month, on the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 7:00 PM. The meetings are recorded live through Danvers Cable Access Television. Be mindful of the Board's application submission deadlines, which are one month prior to the next scheduled meeting. To be placed on a future meeting agenda, you must submit a

complete application within the required deadline. After an application is submitted, staff allows one week for the applicant to provide any missing or supplemental information.

### **Do I need to attend the public hearing for my project?**

Yes. You or your representative will need to attend the meeting to answer questions from the Board about the project and the subsequent relief being requested. Please be prepared to discuss the intended work, how it does or does not meet the requirements of the Zoning Bylaw, and why you are seeking relief.

### **Will my neighbors be notified of my project?**

Yes. All abutters within 300' of a ZBA project application will be notified of the projects ZBA hearing date/time. Additionally, a legal ad noting the project hearing date/time will be posted in the Danvers Herald prior to the meeting. The applicant will be billed directly from the Danvers Herald (Gatehouse Media). Further, abutters to proposed projects are given the opportunity to provide written comment to the Board and/or comment directly at the project hearing. Staff is responsible for sending the abutter notifications and for submitting the legal ad to the Danvers Herald.

### **Is my approval guaranteed?**

By submitting your application, you are requesting review from the Board, but it does not guarantee an approval. The Board may either approve, deny, or continue the application based on the information discussed at the public hearing. A project may be continued to a future meeting to allow the applicant time to reconfigure a plan design or to provide supplemental materials to the Board. The Board will decide on the application at the public hearing. In certain situations, an applicant may request to withdraw their application. This does not mean the project is denied, it simply means they are no longer requesting review. A withdraw may be necessary if an applicant needs to make substantial project changes, or the Board has indicated they are not in favor of the proposal based on what has been presented.