



Ashley E. Melnik

ZBA Clerk

Office of the City Clerk

To: Applicants for ZBA Variances or Appeals of the Decision of the Building Inspector.
From: Ashley E. Melnik, Clerk, Zoning Board of Appeals
RE: Application Procedure

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

APPLICATION CHECKLIST

1. ___ Completed application for a variance or 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 variance(s) requested. Any application presented to the ZBA without a certified plot plan, stamped by a registered engineer or land surveyor illustrating the variance(s) 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.) The cost of the abutter's list is paid for separately to the Assessor's Office and is not included in the fees paid to the City Clerk's Office.
5. ___ The required fees for submission of an appeal to the ZBA.
6. ___ Photos of the site and or structures.

Please note that ZBA applications for a variance or appeal will not be accepted unless the applicant has fulfilled all requirements listed in the application checklist.

Applicants, proponents, and opponents: Supplemental documents and requests to the ZBA must be submitted at least 7 business days in advance of a public hearing to ensure the board members have ample time to examine the documentation being submitted. Late submittals will not be considered by the ZBA at the public hearing.

Revision	5/24/2011	04/21/2026
10/28/88	11/06/2020	
10/10/2002	03/09/2022	
7/21/2005	07/17/2025	

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

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.)

******Please note that the cost of the abutter's list is paid for separately to the Assessor's Office and is not included in the fees paid to the City Clerk's Office listed below.******

1.) City of Revere \$260.00

For mailing of public hearing notices
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
01/12/2022

**City of Revere, Massachusetts
Zoning Board of Appeals
Application For Variance, or Appeal of 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 (check one):

- A. ___ Application for Variance Title 17, Chapter 17.52, Section 17.52.020, M.G.L. Chapter 40A, Section 10. (answer questions 1 through 16 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) (answer questions 1 through 9b and 17 only).

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.

1. Applicant submitting this application is:

Name: _____

Address: _____

Tel. #: _____

Email: _____

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. #: _____

Email: _____

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:

Lot # _____ Sq. Ft. _____

Subject Property Map Block and Parcel ID: _____

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) (check one)?

yes

no

do not know

9B. Is the location of the site of this application within 100 feet of (check all that apply):

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 structures in question, but not affecting generally the zoning district in which the land or structures) 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. Written narrative describing the reasons for appeal and the specific point(s) of disagreement with the Building Inspector's decision (Only complete this question if you are appealing a Decision of the Building Inspector).

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**

1. Applications to the Zoning Board of Appeals or City Council must include a plot plan illustrated in black ink preferably 8½' x 14, but no larger than 24" x 36"; 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.
12. Plan must illustrate, in a table, the required dimensional controls and the proposed/existing dimensional controls of the variances being requested. See attached plan as an example.

10/28/1988

12/1/1989 amended

1/2/1994 amended

3/27/2005 amended

01/12/2022 amended