



**CITY OF MEDFORD**  
**ZONING BOARD OF APPEALS**  
**RULES AND REGULATIONS**

**(Adopted, as amended, on May 29, 2025)**

**The following shall be provided to all applicants seeking relief before the Board of Appeals.**

**ALL APPLICATIONS WILL BE ACCEPTED FOR REVIEW FOR COMPLIANCE ONLY.**

1. All notices of appeal, applications for Special Permits and Variances shall be filed upon the on-line forms provided by the Board, and shall clearly refer to the section of the Building or Zoning Ordinance under which a special permit is sought or as to which a variance or other relief is requested. Notices of appeal shall specify the grounds of appeal, and the order or decision from which the appeal is taken.
2. Every application for a variance, finding or special permit or any appeal **MUST** be supported by a **WRITTEN NARRATIVE** that explains and supports the application and sets forth the required elements as referenced in the on-line application.
3. If more than one form of relief is requested, separate and distinct Applications must be filed for Variances or Special Permits. The narrative must clearly identify and enumerate each variance form of relief requested and refer to the applicable section of the Zoning Ordinance from which relief is sought.

**Required Documents**

All notices of appeal, applications and petitions must be accompanied by detailed architectural plans and documents setting forth *all pertinent facts and measurements with regard to the relief or permission sought and shall include the “**Required Documents**” described herein;*

- a. **Architectural Plans:** All Plans submitted must detail *at least TWO (2)* elevations views, complete floor plans and must detail *existing AND proposed* conditions and dimensions.
- b. If exterior modifications or a new or structure(s) are proposed, the Architectural Plans must detail the exterior dimensions of the existing and proposed or modified structure(s). The plan must also show the location and set back of all proposed or modified structures located on the subject property.
- c. **Permit Review Letter** signed by the Medford Building Commissioner. If

there are questions about the nature or structure of the relief sought, confer with the Building Commissioner prior to submission of an application.

- d. **Certified Abutters List** (to be obtained from the Office of the Assessor).
- e. **Certified Plot Plan.** (Mortgage surveys or hand-drawn will not be accepted, the plan must be prepared by licensed surveyor/site engineer). The Plot Plan must show: (1) the dimensions and location of the subject property; and (2) The location and set back of all existing structures located on the subject property. (11 x 17 size format), the location of all proposed parking, the location of all yards.
- f. **The Plot/Site Plan** must include, upon its face, a Table of Dimensions indicating Required, Existing, Proposed and Differential Dimensions for Lot Area, Frontage, Width, Depth, Height (ft and stories), Lot Coverage, Parking Spaces, Zoning District & Title.
- g. **Area Plan**, drawn to scale of the Assessor's plan for the locus (drawn to 80 scale and, if possible, 11 X 17 size format), showing the lot involved in the *proceedings* and all other lots of *Parties in Interest (i.e. Petitioner, Abutters, Owner of Land directly opposite on any public or private way, and Abutters to the Abutters within three hundred (300) feet of the property line of the Petitioner* as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town.) This plan shall include buildings, building and lot numbers, and areas, all as shown on the current Assessor's plans on file in the Office of the City Engineer. This plan shall also show the *Zoning Map, City of Medford, Massachusetts*. No composite plans will be accepted. No photocopies will be accepted.
- h. **Filing Fee** – May be paid online at time of application in the form of either a Check, ECH or Credit/Debit card in the amount of **\$100 payable to the City of Medford**.
- i. **Advertising Fee** – provide a Check only in the amount of **\$51.75 payable to Gatehouse Media**. The Advertising Fee is to be paid directly by the Applicant at the time of Application; delivered to the Secretary for the Board. This fee is subject to change without notice.
- j. **One (1) original, hard copy** of the entire Submission package, including drawings, plans, letters, et al. must be filed as an application package for the record with the City Clerk's office.

The complete application package must be filed as a total package on or before the 14<sup>th</sup> day of the month preceding the hearing to be heard by the Zoning Board of Appeals on the last Monday of the following month, unless otherwise noted. ALL DOCUMENTS MUST BE COMPLETE ACCORDING TO THE RULES AND REGULATIONS OF THE ZONING BOARD OF APPEALS. NO EXCEPTIONS.

Applications for a Special Permit/Petition for Variance/Application for a Finding filed online through the City of Medford website at [www.Medfordma.org](http://www.Medfordma.org), see 'Applications for Permits and Licenses'.

4. The original paper application (s) for Special Permits and/or Variances and Notices of Appeal shall be filed with the Secretary to the Board. The Secretary to the Board shall act as agent for the Board in receiving copies of notices from the City Clerk pursuant to Mass Gen. Laws. Chapter 40A, Section 15.
5. All applications must have the signature and mailing address of the applicant or petitioner and, if applicable, the mailing address of their legal representative.
6. No Appeal or Petition for a Variance or Special Permit with respect to a particular parcel of land or the building thereon and no Application for a Special Exception which has been unfavorably acted upon by the Zoning Board of Appeals shall be considered within two (2) years of said action except with written consent of the Board, all in accordance with the applicable provision(s) set forth in the Zoning Ordinance.
7. Any continuance to be considered by the Board, whether requested by the applicant or if a continuance is necessitated by the Board's request for additional information from the applicant, shall be conditioned upon the applicant executing a waiver of constructive approval so long as the Board files its decision within sixty (60) days of the continued hearing date.
8. Regular public hearings will be held after 7:00 p.m. on the last Thursday of each month (except for July and August), unless otherwise specifically ordered by the Board. For the months of July and August, the Board will hold one meeting at a date to be set by the Board each year. All completed applications and notices, accepted by the Secretary. to the Board as to form and content, must be placed on file on or before the 14<sup>th</sup> of the month preceding the hearing. *NO EXCEPTIONS*.
9. All submitted applications will be placed in a 10-business day HOLD for review by the Board Secretary and Building Commissioner for an application review for completeness, accuracy of the Application and attached documents. Once they have completed the review, the Application will be released to the City Clerk for dated entry, and you will be contacted to schedule the hearing.

**NOTICE - FAILURE TO COMPLY WITH EACH AND EVERY REQUIREMENT FOR SUBMISSIONS TO THE ZONING BOARD OF APPEALS CAN RESULT IN THE REJECTION OF THE FILING BY THE SECRETARY OF THE BOARD.**