

# HALIFAX ZONING BOARD OF APPEALS

## APPLICATION PACKET CHECK-OFF LIST FOR 40B APPLICATIONS

- TBD Local Housing Partnership Meeting Date sent letter June 17, 2019
- \_\_\_\_\_ Appointment Date with the Zoning Board of Appeals Assistant \_\_\_\_\_
- TAB 2 Project Eligibility Letter
- TAB 3 Documentation of Site Control
- Public Agency, Non-profit Organization, or a limited divided organization with evidence of such.  
Subsidizing Agency under a low and moderate income housing subsidy program.  
The applicant shall control the site and shall include but not be limited to the following:
- TAB 3 Proof of Current Ownership  
\_\_\_\_\_ Valid Copies of Offer(s) to Purchase and/or Purchase & Sale Agreement(s) and/or Lease Agreement(s)
- TAB 3 Proof of Parcel(s) Ownership
- TAB 6 Plan of Land drawn from an on-the-ground Boundary Survey
- TAB 8 Independent, Certified Real Estate Appraisal(s) of the Land
- TAB 1 Application Filing Fee (treasurer's check or certified check)
- TAB 4 Certified Abutters List provided by the Halifax Board of Assessor's Office
- \_\_\_\_\_ Certified Abutters List from an Abutting Town provided by the abutting Town's Assessor's Office
- Cover Letter Letter addressed to the Zoning Board of Appeals outlining the reason for the application, background information, or history of events leading to the request and why the applicant feels he/she qualifies for relief
- TAB 1 Technical Review Fee (treasurer's check or certified check)
- submitted Thirty-four (34) copies of the complete application packet and an electronic copy
- TAB 6 Existing Site Conditions Plan and Report
- TAB 6 Proposed Subdivision Plan (if necessary)
- TAB 5+6 Proposed Site Development Plans and Narrative
- TAB 6 Proposed Scaled Architectural Drawings
- TAB 6 Tabulation of Proposed Buildings

TBD Proposed Utilities Plan

TAB 6 Property Location Map

TAB 7 Project Impact Report(s)

TAB 9 List of Required Waivers — A list of relief from stated sections of the Zoning Bylaws and/or all other Town Rules, Regulations and Bylaws and any other Pertinent Information. *Failure to provide a complete list stating all relief requested from the Zoning Bylaws and/or all other Town rules, regulations, and bylaws is considered grounds to deny the application and any application fee(s) submitted shall be forfeited.*

TAB 10 Project Financial Pro Forma — A detailed listing of **all** costs and expenses associated with the project and the profit margin requested (if applicable).

TAB 11 Developer's Profile Information

TAB 2 Jurisdictional Requirements

TAB 2 DHCD NOTICE

TAB 2 Documentation from the Subsidizing Agency

TBD Hazardous Waste Assessment

TBD Environmental Assessment

I attest that the information provide is complete, true, and accurate under the pains and penalties of perjury.

John Peck  
Signature by -  
Paul Cusson  
Paul Cusson

Applicant: R+J, LLC

Owner: John Peck

Address: 100 Country Club Dr.

Phone #: 781-718-6103

Alternate #: N/A

Fax #: N/A

*The Zoning Board of Appeals without prejudice may deny any incomplete application package and any application fee(s) submitted therewith shall be forfeited.*