

Town of Bellingham

OFFICE OF THE
Zoning Board of Appeals
10 MECHANIC STREET
BELLINGHAM, MASSACHUSETTS 02019
(508) 966-5820 OR (508) 966-5821
FAX (508) 966-5844
Irenaud@bellinghamma.org

Application Filing Instructions

1. Only completed and accurate applications, accompanied with a list of abutters certified by the town assessor, will be processed. Applications must be typed or very legibly handwritten. Applications cannot be processed unless the Town Collector initials page 2 of the application.

2. The following must be filed with the Town Clerk's Office.

- Two (2) copies of the application containing the original signature.
- Nine (9) copies of the site/plot plan showing the existing dwelling/structure and the proposed project. It must be a certified stamped engineered plan.
- Two (2) copies of the certified abutter's list.
- Application fee
(Made payable to the Town of Bellingham)

3. Once the application is filed with the Town Clerk's Office, the Zoning Board of Appeals is responsible to schedule the public hearing, to make arrangements to have the matter advertised in the local newspaper, and to notify by mail the petitioner and persons on the list of abutters of the date, time, subject matter and place of the public hearing. Unless otherwise specified, all meetings of the Zoning Board are held at the Bellingham Municipal Center.

4. The petitioner and/or a representative are required to attend the public hearing for purposes of answering any questions that the Zoning Board may have. The petitioner and/or representative should be prepared to present evidence on each point set forth in the pertinent part(s) of the Zoning By-law that involves the petitioners' particular circumstances including Section 1300 and following for Variance and Appeal and Section 1500 and following for a Special Permit. (Copies are available from the Town Clerk for a fee of \$10.00).

5. Filing Fees:

- Special Permit \$150.00
- Variance \$125.00
- Appeal \$100.00

6. Filing of Decisions: The Clerk of the Zoning Board must file all variance and enforcement decisions rendered by the Board with the Office of the Town Clerk within one hundred fourteen (114) days of the decision date. Special Permit decisions must be filed within 90 days with the Office of the Town Clerk.

7. Appeal Period: Once a decision of the Zoning Board is filed with the Office of the Town Clerk, a twenty (20) day appeal period commences during which time any “party-in-interest” may file an appeal of Zoning Board decision to the Superior Court Department in which the land concerned is situated. The Town Clerk shall be notified of this action in writing.

II. Helpful Hints:

1. It is recommended that applicants first stop at the Town Assessor’s Office early in the process to begin to compile their “List of Abutters”. For Special Permits and Variance applications, persons to be notified include direct abutters, abutters to direct abutters within 300 feet. For Appeals applications, persons to be notified include direct abutters only. The Assessor’s Office will prepare the “List of Abutters” for you. The cost is \$25.00 (300’). If the list exceeds 30 names it an additional .50 per name

2. Site/Plot plans showing existing and proposed are mandatory. They have to be prepared in a clear, legible manner and drawn to scale with an engineers stamp. If you have questions on this please ask Laura for details.

3. In some instances, the Zoning Board may require reports be submitted to accompany the requisite application and site plan. The types of reports that the Board may require include, for example, drainage report and traffic studies. The board requires that such documents be signed and stamped by, for example, a professional engineer.

SPECIFY TYPE OF APPLICATION

SPECIAL PERMIT – check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Principal Use | <input type="checkbox"/> Non-Conforming Situation | <input type="checkbox"/> Flood Plain |
| <input type="checkbox"/> Accessory Use | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Comprehensive Permit |
| <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Earth Removal | <input type="checkbox"/> other (specify) |

VARIANCE – check all that apply

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Rear Yard Setback | <input type="checkbox"/> Area | <input type="checkbox"/> Lot Width |
| <input type="checkbox"/> Side Yard Setback | <input type="checkbox"/> Lot Frontage | <input type="checkbox"/> Percent Area Building |
| <input type="checkbox"/> Front Yard Setback | | |

APPEAL

- Please attach a copy of the Building Inspector's letter/decision that you are appealing.

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1. Petitioner (type/print) _____
Signature _____

2. Address _____ Phone _____

3. Property Owner _____
Signature _____

4. Address _____ Phone _____

5. Address of Subject Premises _____

If no address, description of property _____

6. Dimensions of Lot:
Frontage _____ Depth _____
Area _____ Lot Width _____

7. What zoning district(s) is the subject premises located? _____

8. Assessor's Map _____ Lot _____

9. Describe proposed activity:

10. Cite (sub) section(s) of the Zoning Ordinance under which application is made:

11. Are there any buildings on the premises (if so, please describe them including their dimension)?

12. Describe the subject premises (terrain, septic system, description of area, etc.)

13. How long have you owned the subject premises? _____

14. What is the present use of the subject premises? _____

15. State grounds for the special permit/variance or appeal – please be specific (use separate sheet if necessary).

I attest that I, to the best of my knowledge have paid any and all real estate taxes, excise taxes, license and/or permit fees.

Owner: _____

Signature _____ Date _____

Applicant: _____

Signature _____ Date _____

Effective July 1, 2003

Please note: This application cannot be processed unless initialed by the Town Collector:

Town Collector: _____ **Date:** _____