I. Application Filing Instructions

1. Only complete 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 plan.
     (11 x 17 or smaller is acceptable)
   - One (1) copy 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 Town Municipal Offices, 10 Mechanic Street.

4. The petitioner and/or a representative is 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 240-12 and following for Variances and Appeals and Section 240-25 and following for a Special Permit. (Copies are available from the Town Clerk for $10.00 or at www.bellinghamma.org)

5. Filing Fees:
   - Special Permit $150.00
   - Variance $150.00
   - 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 114 days from the date the hearing is closed. For a Special Permit, the decision must be filed with the Town Clerk within 90 days of the close of the hearing.
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 the 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.

8. You cannot apply for your Building Permit (if applicable) until you have registered your decision with the Registry of Deeds. You MUST have a copy of the receipt attached to the Building Permit application.

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 within 300 feet only. The Assessor’s Office will prepare the “List of Abutters” for you. The cost is $20.00 (300’) for a standard list. If the list is excessive in scope an additional fee may apply.

2. Site/plot plans showing existing and proposed projects are mandatory. They have to be prepared in a clear, legible manner and drawn to scale with an engineer’s stamp. If you have questions on this please ask Laura, the Zoning Clerk at lrenaud@bellinghamma.org or 508-657-2852.

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**

<table>
<thead>
<tr>
<th>Appeal</th>
<th>Special Permit</th>
<th>Variance</th>
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1. ◊ **APPEAL of a decision**
   - Please attach a copy of the Building Inspector’s letter.decision.

2. ◊ **SPECIAL PERMIT – check all that apply**
   - Principal Use
   - Non-Conforming Situation
   - Flood Plain
   - Accessory Use
   - Home Occupation
   - Comprehensive Permit
   - Multi-Family Housing
   - Earth Removal
   - Family Apartment  □ Other

3. ◊ **VARIANCE – check all that apply**
   - Rear Yard Setback
   - Area
   - Lot Width
   - Side Yard Setback
   - Lot Frontage
   - Percent Area Building
   - Front Yard Setback

1. **Petitioner**
   - (type/print)__________________________________________________
   - Signature____________________________________________________
   - Email _______________________________________________________

2. **Address**________________________________________Phone________

3. **Property Owner**
   - Signature____________________________________________________
   - Email _______________________________________________________

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 8/2017

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

Town Collector:_______Date:_______