

ZONING BOARD OF APPEALS CHECKLIST

CONTENTS OF A PETITION FOR A VARIANCE/APPEAL AND/OR SPECIAL PERMIT

CHECK

- 1. An **ORIGINAL & FOURTEEN (14)** copies of the Petition Packet which contains the following:
 - ❖ **A COMPLETED Petition for Variance, APPEAL and/or Special Permit Application Form.**
 - ❖ **A Certified List of “Abutters”** – signed by **Assessor.**
 - ❖ **Completed Findings of Fact.**

- 2. **A SITE PLAN or Registered Land Surveyors taped Survey** showing all dimensions attached to each Application showing abutters, dimensions and relief required. This is subject to the discretion of the ZBA.

- 3. Two (2) stamped, addressed envelopes for each Party listed on the Certified Abutters list, two (2) stamped addressed envelopes for the petitioner and two (2) stamped envelopes for all planning boards listed on next page. Envelopes must be # 10 size.

- 4. 14 copies of Assessors map with subject property highlighted

- 5. Fee – of **\$300.00 in two checks, one for \$150.00 made payable to the Town of Charlton and one for \$150.00 made payable to the Stonebridge Press Inc.**

* Please make sure you have included all of the items above so that there will be no delays. If you are missing information your packet will be returned to you until it is complete.

Planning Board list of surrounding towns

Town of Spencer
Planning Board
157 Main Street
Spencer, MA 01562

Town of Southbridge
Planning Board
41 Elm Street
Southbridge, MA 01550

Town of East Brookfield
Planning Board
Memorial Town Complex
122 Connie Mack Drive
East Brookfield, MA 01515

Town of Sturbridge
Planning Board
Center Office Building
301 Main Street
Sturbridge, MA 01566-1078

Town of Leicester
Planning Board
3 Washburn Square
Leicester, MA 01524

Town of Oxford
Planning Board
325 Main Street
Oxford, MA 01540

Town of Dudley
Dudley Planning Board
71 West Main Street
Dudley, MA 01571

IMPORTANT – PLEASE NOTE

Once a Variance, Special Permit or any extension, modification or renewal thereof is approved, signed and filed with the Town Clerk, the petitioner, after twenty (20) (calendar) days appeal period has expired, **must obtain** a certified copy of the decision from the Town Clerk's Office (Charlton Municipal Building). Upon obtaining the certified copy of the decision, the petitioner must bring a copy of same to the Worcester District Registry of Deeds, have the decision recorded with the original deed. Your decision is not valid until it has been Recorded and a copy returned to **THE ZONING BOARD OF APPEALS**

EXHIBIT "A"

**TOWN OF CHARLTON
ZONING BOARD OF APPEALS PETITION**

The undersigned respectfully petitions the Zoning Board of Appeals for the following:

(Choose appropriate request(s) and fill in accordingly)

1. **VARIANCES**

Check for relief

A. Dimensional Variance

1. Gross Dimensional Variance
Square Footage of proposed relief

Square Feet

2. Variance from Side Yard setback
Measurement of proposed relief

Feet Inches

3. Variance from Frontage requirement
Measurement of proposed relief

Feet Inches

4. Variance from Rear Yard setback
Measurement of proposed relief

Feet Inches

5. Variance from Front Yard setback
Measurement of proposed relief

Feet Inches

B. Other Variance

1. What provision of the Zoning Board Bylaw do
you want a variance from?

2. SPECIAL PERMIT

- A. For residential use:
 - 1. New residential construction or conversion to additional dwelling units. _____
 - 2. Number of units proposed. _____
- B. For non-residential use:
 - 1. New construction, reconstruction or conversion to non-residential use. _____
 - 2. Square footage of proposed relief. _____
Square Feet
- C. Waiver of parking/loading requirements:
 - 1. Number of spaces for which relief is requested _____
Spaces
 - 2. Waiver of landscaping or barrier requirement
Square footage of proposed relief. _____
Square Feet
- D. Expansion or change of a non-conforming use/structure _____
- E. Sign/Signs _____
- F. Other Special Permit:
 - 1. Describe Special Permit sought _____

3. ADMINISTRATIVE APPEAL

Define what action or decision (attached) you are appealing from and the relief you seek from this Board.

4. AMENDMENT TO EXISTING VARIANCES OR SPECIAL PERMITS

5. EXTENSION OF TIME

ALL APPLICANTS: PLEASE COMPLETE QUESTIONS 1 THRU 6

In requesting the above special permit(s), variance(s), appeal, amendment, extension, the undersigned states as follows: (*delete inapplicable terms)

1. That he/she is the owner(s), lessee(s), optionee(s) of certain premises situated at _____ Charlton, Massachusetts.

That the record title stands in the name of _____, whose address(es) is/are _____, by deed duly recorded in the Worcester District Registry of Deeds, Book(s) _____, Page(s) _____, Assessors Map _____ Lot _____ Block _____.

2. The property is situated in a district classified under the Town of Charlton Zoning Bylaw as _____.

3. Presently located on the property is _____.

4. The petitioner seeks to _____.

(Describe what you want to do on the property).

5. Such a use is prohibited under the Town of Charlton Zoning Bylaw under _____.

(insert Article, Section(s) and paragraph numbers of the Zoning Bylaw which prohibits the proposed use of the property).

Because _____.

(Explain how the proposed use violates the Zoning Bylaw).

6. WHEREOF, the petitioner asks that this Board grant the special permit(s), variance(s), appeal(s), amendment(s), extension(s), as requested above. (*delete inapplicable terms).

By: _____

(Signature)

(Name)

(Address)

(e-mail)

(Telephone)

(Date)

**REQUESTS FOR FINDINGS OF FACT IN SUPPORT OF PETITION FOR
A VARIANCE, SPECIAL PERMIT AND/OR APPEALS**

- ❖ **ALL APPLICANTS:** PLEASE COMPLETE QUESTIONS 1 THRU 5 THEN FOLLOW INSTRUCTIONS AT BOTTOM OF PAGE.

The Charlton Zoning Board of Appeals having conducted a public hearing and reviewed all the submitted evidence finds that:

FINDINGS:

1. The petitioner(s), _____, whose address is _____, is/are the owner(s), lessee(s), optionee(s) [*delete inapplicable terms] of certain land situated at _____ in the Town of Charlton and more particularly described in a deed recorded with the Worcester District Registry of Deeds, Book _____, Page _____.
(If the petitioner is not the owner, complete the following):
The owner of said land is _____, whose address is _____

2. Said land is situated in a district classified under the Town of Charlton Zoning Bylaw as:

3. Presently located on the premises is _____

4. The petitioner(s) desire(s) to use said premises as follows:

5. (If applicable) The petitioner(s) duly applied for a building permit to use said site for said purpose but was/were refused for non-compliance with the Zoning Bylaw.

FOR A VARIANCE COMPLETE QUESTIONS 6 THRU 10 ON PAGE 6 ONLY

FOR A SPECIAL PERMIT COMPLETE QUESTIONS 11 THRU 23 ON PAGES 7,8, & 9 ONLY.

FINDINGS OF FACT FOR A VARIANCE ONLY

6. A literal enforcement of the provisions of the Zoning Bylaw would involve substantial hardship, financial or otherwise, to the petitioner(s) for the following reasons:

7. Said substantial hardship is owing to circumstances relating to the soil condition, shape or topography of such land or structures for the following reasons:

8. Said substantial hardship especially affect said land or structures, but does not affect generally the zoning district in which it is located, for the following reasons:

9. Desirable relief may be granted without detriment to the public good for the following reasons:

10. Desirable relief may be granted without nullifying or substantially derogating from the intent or purpose of the Town of Charlton Zoning Bylaw, for the following reasons:

❖ **STOP HERE FOR VARIANCE APPLICATIONS**

FINDINGS OF FACT FOR A SPECIAL PERMIT ONLY

11. The proposed use is in harmony with the general purpose and intent of the Town of Charlton Zoning Bylaw for the following reasons:

12. The specific site is an appropriate location for the proposed use for the following reasons:

13. The proposed use as developed will not adversely affect the neighborhood for the following reasons:

14. There will be no nuisance or serious hazard to vehicles or pedestrians for the following reasons:

15. Adequate and appropriate facilities will be provided for the proper operation of the proposed use for the following reasons:

16. The proposed use will conform to any special requirements provided in Article IV, Section 9, ("Regulatory Provisions for all Districts") of the Zoning Bylaw.

17. (*Applicable to a request for extensions or alteration of a pre-existing, non-conforming structure or use). The requested change, extension or alteration shall not be substantially more detrimental than the existing non-conforming use to the neighborhood for the following reasons:

18. Grant of the requested Special Permit is authorized by Section _____ of the Town of Charlton Zoning Bylaw.

FINDINGS OF FACT FOR A SPECIAL PERMIT ONLY

19. (*Applicable to a request for multi-family residential use in a non-residentially zoned area). The public good would be served by grant of the Special Permit for the following reasons:

20. (*Applicable to a request for multi-family residential use in a non-residentially zoned area). The non-residentially zoned area will not be adversely affected by the requested residential use for the following reasons:

21. (*Applicable to a request for multi-family residential use in a non-residentially zoned area). The permitted use in the non-residentially zoned area is not noxious to a multi-family use for the following reasons:

22. (*Applicable to a proposed accessory use necessary to a permitted use in connection with scientific research or scientific development or related production). The proposed accessory use does not substantially derogate from the public good for the following reasons:

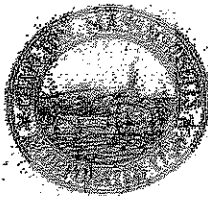
23. (*Applicable to a request for a cluster development). Open land for cluster development shall be conveyed to (*strike out the inappropriate clauses): (*The Town of Charlton for its acceptance for park or open space use). (* _____, which is a non-profit organization whose principal purpose is the conservation of open space; (* _____, which is a corporation of trust owned or to be owned by the owners of lots or residential units within the land.

APPEALS

DATE: _____

Appeal From: _____

SIGNED _____



BOARD OF ASSESSORS

TOWN OF CHARLTON
37 MAIN STREET
CHARLTON, MASSACHUSETTS 01507
(508) 248-2233 v
(508-248-2376) f

Request for Certified Abutters List

Property owner name _____ Date _____

Mail Address _____ City _____ State _____ Zip _____

Telephone# _____ Cell # _____ Fax # * _____

Subject property location _____ Map _____ Block _____ Lot _____

DEPARTMENT REQUESTING ABUTTERS

DISTANCE FROM SUBJECT

_____ CONSERVATION	100 FT
_____ PLANNING BOARD NOTICE OF INTENT	300 FT
_____ SELECTMAN – BEER WINE AND AUTO REPAIR	IMMEDIATE
_____ SELECTMAN – LICENSE CLASS 1, 2, 3	IMMEDIATE
_____ ZONING BOARD OF APPEALS	300 FT

_____ OTHER (PLEASE SPECIFY ALL DETAIL NECESSARY TO IDENTIFY)

Special Instructions _____

I understand that up to 5 days may be required for approval, and that there will be a minimum of \$25.00 for each list prepared.

Prepaid Pickup Fax # *See Above

US Mail _____ (address if different from above)

Date required _____ Special mail instruction _____

Signature _____ Prepared by _____