

TOWN OF WALPOLE - ZONING BOARD OF APPEALS

REQUIREMENTS FOR FILING APPLICATION

WITH TOWN CLERK AND BOARD OF APPEALS

The requirements listed below must be complied with before filing an application with the Board of Appeals:

1. An abutters list from the Assessors must be filed with the application (form enclosed).
2. Ten(10) copies (Special Permit and Variance) or Ten (10) copies (Special Permit - Section 12) of a drawing to scale showing property lines and dimensions; One (1) Electronic Copy; names of streets; zoning district; north point; location of all existing and proposed buildings and their percentage of lot coverage; present use of property; names of owners and location of buildings on abutting property and their distance from buildings on the petitioner's property; required parking (if any); entrance; exits; driveways, etc. pertinent to the granting of the Variance or Special Permit, shall be shown; all proposed changes must be shown in red. **Plans must be certified by a Registered Land Surveyor.**

It shall be the responsibility of the applicant when submitting either plans or record or informational drawings to the Zoning Board of Appeals to ensure that said plans and drawings are up-to-date. The date of issue shall be affixed to the sheet and be clearly identified in the title box or in the lower right hand corner of the sheet. If subsequent revisions are made, the date and description thereof shall likewise appear above the issue date in the title box or in the lower righthand corner of the sheet. Each revision shall be numbered consecutively in ascending order, and clearly described in the title box and the revision number shown in the location(s) on the sheet where a change or changes have been made.

It may be advisable for applicants submitting plans relating to large undeveloped tracts of land to include existing and proposed topographical data and drainage provisions.

3. The application is to be signed by the owner (or if by a representative, evidence of such consent is to be filed), the applicant, and the Zoning Enforcement Officer.
4. Describe clearly and in detail the relief requested from the Board of Appeals (include appropriate section from the Zoning By-Laws).
5. The filing fee (see Fee Schedule) must be paid to the Secretary of the Board of Appeals before the application is filed with the Town Clerk. Check to be made out to the Town of Walpole.
6. A check made out to **GateHouse Media MA** in the amount of **\$55** must be submitted with the application.
7. Application will be time-stamped by the Town Clerk when the above requirements have been complied with. The applicant will then file the application with the Board of Appeals.

Fee _____

TOWN OF WALPOLE - ZONING BOARD OF APPEALS

APPLICATION FOR HEARING

Name of Applicant: _____ Date _____

Address: _____ Tel. No. _____

Location of property involved: _____

Previous B/A Decision - Case # _____ Date _____

Assessors Lot No. _____ Zoning District _____

This application - (fill out the appropriate request(s) below):

1. Request a **SPECIAL PERMIT** under Section _____ of the Zoning By-Laws to allow _____

2. Request a **VARIANCE** from Section _____ of the Zoning By-Laws to allow _____

3. Is an **APPEAL** from action taken by Building Inspector or other administrative official
_____ with respect to _____
(name of official) (describe)

Signature of Zoning Enforcement Officer

Signature of Owner of Property

Signature of Applicant

Address of Owner

Relationship to property involved

These findings must be filled out by the applicant
Request for Findings of Fact regarding a Variance application.

Variations from the terms of this Bylaw may be granted where the Board of appeals specifically finds that owing to the circumstances listed below, relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent of purpose of the Bylaw. All four criteria must be met:

- (a) The following circumstances relating to the soil conditions, shape or topography specifically affect the land and/or structure(s) in question but do not generally affect the zoning district in which it is located.

- (b) A literal enforcement of the provisions of this Bylaw would involve substantial hardship, financial or otherwise, to the petitioner for the following reasons:

- (c) Desirable relief may be granted without substantial detriment to the public good:

- (d) Desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of this Bylaw:

REQUEST FOR ABUTTERS LIST

ZONING BOARD OF APPEALS

DATE _____

TO: Board of Assessors

I request abutters list (locus 300 feet) for the Zoning Board of Appeals.

NAME OF APPLICANT _____

ADDRESS _____

TELEPHONE _____

LOCATION OF PROPERTY _____

I understand that I am to pay a fee of **\$1.50** per abutter, to the Board of Assessors for this list.

The following items are included in this package:

- Abutters Request Form
- Abutters List
- 2 Sets of Mailing Labels

The entire package must be submitted to the Zoning Board of Appeals when applying for a Hearing.