



Town of Walpole
Commonwealth of Massachusetts
Zoning Board of Appeals

Town Hall
135 School Street
Room 212
Walpole, MA 02081
ZBA@walpole-ma.gov

FEE SCHEDULE

Application Type	Filing Fee
Special Permit	\$200/ request (\$600 max./application)
For Earth Removal & Fill (Sec. 5-D or 5-E)	\$200
For Flood Plain (Sec. 11)	\$200
For WRPOD (Sec. 12)	\$200
Variance (except #6 below)	\$200/ request (\$600 max./ application)
Appeals	\$100
Comprehensive Permits	For limited dividend organizations: \$5,000 base fee plus, if the total project contains more than 6 market rate units, \$200 per market rate unit proposed For non-profit organizations and local or public agencies: \$2,500 base fee plus, if the total project contains more than 6 market rate units, \$200 per market rate unit proposed (not to exceed \$3,000)
Request for Determination	\$100/ request
Board Decision Reviews	\$50

The above fees do not include the Registry of Deeds fee for recording a variance or permit.

A check in the amount of \$200.00 should be made payable to **Hometown Weekly** for legal advertising

This schedule was approved by the Zoning Board of Appeals on November 20, 2019 and amends the Fee Schedule of April 1, 1998, October 12, 1984, June 2, 1989, March 12, 1992, August 26, 1997 and August 26, 2004 and becomes effective on November 21, 2019. Filed with the Town Clerk on November 21, 2019.



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APPLICANT CHECKLIST

Please include checklist with your application package
For comprehensive permit applications see ZBA Rules & Regulations

1. ZBA Application Including:	
a. Owner's signature	
b. Applicant's signature	
c. Zoning Enforcement Officer's signature	
d. Includes applicable ByLaw section	
e. Requested relief described in detail	
f. Completed findings fact sheet (For Variance Request Only)	
2. Plans/ drawings to scale (10 copies)	
a. Registered Land Surveyor Stamp Certified Plan	
b. Names of Streets	
c. North Arrow	
d. Zoning District	
e. Property lines and dimensions	
f. Location of existing buildings	
g. Percentage of lot coverage of existing and proposed structures	
h. Present use of property	
i. Location of proposed structure(s)	
j. Chart indicating required dimensions and proposed dimensions	
k. Names of owners of abutting properties	
l. Location of abutting property buildings	
m. Entrances, exits, driveways shown on plane	
n. Distance of abutting buildings to petitioners property	
o. Required parking (if applicable)	
p. Show all changes in RED	
q. Drainage provisions (for undeveloped property or increase in impervious surfaces)	
r. Show topography and soil condition if pertinent to lot (For variance request)	
s. Date of plan	
t. Date of revisions (if applicable)	
3. Professional stamped & signed architectural drawings for new construction - showing dimensions and structural detail	
4. Abutters List (include 2 sets of mailing labels	
5. Checks	
a. Application fee made payable to " Town of Walpole"	
b. Advertisement fee, \$200, made payable to "Hometown Weekly"	
6. Electronic copy of Application submitted via Viewpoint (Walpole's Online Permitting System- accessible via ZBA webpage)	



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APPLICATION FOR PUBLIC HEARING

Fee:

FOR COMPREHENSIVE PERMIT APPLICATIONS SEE ZBA RULES AND REGULATIONS FOR COMPREHENSIVE PERMITS

Name of Applicant: _____ Date: _____

Mailing Address: _____ Telephone # _____

Applicant's Email: _____

Location of Subject Property: _____

Owner's Address (if different than applicant): _____

Owner of Subject Property (if different than applicant): _____

Owner's Email and Telephone # (if different than applicant): _____

Previous ZBA Decision Case #: _____ Date of previous case: _____

Assessors Map and Lot # _____ Zoning District: _____

Case # _____ (assigned by ZBA office)

Please fill out the appropriate request(s) below:

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

* Zoning Enforcement Officer's Initial: _____

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

* Zoning Enforcement Officer's Initial: _____



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3. Is an **ADMINISTRATIVE APPEAL** from an action taken by the Building Inspector or other administrative official

_____ with respect to _____
(Name of official) (Describe)

4. Request for a **COMPREHENSIVE PERMIT** pursuant to Massachusetts General Laws, Chapter 40B, Section 20 – 23, as amended, to allow: _____

Please attach supplemental information if applicable.

Signature of Zoning Enforcement Officer

Check if project requires Historical
Commission Review

Property Owner's Signature

Property Owner's Name (printed)

Applicant's Signature

Applicant's Name (printed)

Owner's Address

Relationship to Property Involved

Please Note: The applicant is advised that while the board staff may assist on procedural matters, **no legal or other advice shall be given. It is the applicant's responsibility** to determine the chapter and section necessary for an application to be accurate. Otherwise, the applicant must look to their own attorney or other advisors in this regard.



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**REQUEST FOR FINDINGS OF FACT
REGARDING A VARIANCE APPLICATION**

These findings to be completed by the applicant

(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 applicant 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:** _____
