



**Town of Walpole
Commonwealth of Massachusetts
Zoning Board of Appeals**

Town Hall
135 School Street
RM 212
Walpole, MA 02081
508-660-7520

FEE SCHEDULE

- | | |
|--|---|
| 1. 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 | |
| 2. Variance (except #6 below): | \$200/request (\$600 max./application) |
| 3. Appeals: | \$100 |
| 4. Comprehensive Permit: | |
| 1. 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; | |
| 2. 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). | |
| 5. Request for Determination: | \$100/ request |
| 6. Board Decision reviews: | \$50 |

The above fees do not include the Registry of Deeds fee for recording the Variance or Permit.

A check in the amount of \$55.00 should be made payable to **Gatehouse Media MA** for legal advertising.

This schedule was approved by the 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.

135 School Street, Walpole, MA 02081



**Town of Walpole
Commonwealth of Massachusetts
Zoning Board of Appeals**

Town Hall
135 School Street
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Walpole, MA 02081
508-660-7250

APPLICANT CHECKLIST

Please include checklist with your application package
For Comprehensive Permit Applications See ZBA Rules and Regulations

1. APPLICATION SIGNED BY:	
A. Owner	
B. Applicant	
C. Zoning Enforcement Officer	
2. INCLUDE BYLAW SECTION	
3. DESCRIBE IN DETAIL REQUESTED RELIEF	
A. Fill out findings fact sheet (For Variance Request Only)	
4. PLANS/ DRAWINGS TO SCALE (10 COPIES)	
A. Registered Land Surveyor Stamped 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 plan	
N. Distance of abutting buildings to petitioners property	
O. Required parking (if applicable)	
P. Show all changes in RED	
Q. Drainage provisions (if for undeveloped property or increase in impervious area)	
R. Show topography and soil condition if pertinent of lot (For Variance Request)	
S. Show date of plan on lower right hand corner on plan	
T. Show date of revisions (if applicable)	
5. PROFESSIONAL Stamped Signed ARCHITECTURAL DRAWINGS for new construction –showing dimensions and structural detail.	
6. ABUTTERS LIST (include 2 sets of mailing labels)	
7. CHECKS	
A. Application fee made payable to “Town of Walpole”	
B. Advertisement fee \$55, made payable to “Gatehouse Media MA”	
8. ELECTRONIC COPY (1) OF ENTIRE APPLICATION VIA (flashdrive/ Dropbox)	



Fee _____

TOWN OF WALPOLE - ZONING BOARD OF APPEALS

APPLICATION FOR HEARING

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

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)

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

5. Request for a **DETERMINATION:** _____

In the event of a lengthy application, please attach additional sheets to this application.

Signature of Zoning Enforcement Officer

Check if Project
May Require Historical Commission Review

Signature of Owner of Property

Signature of Applicant

Address of Owner

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 RESPONSIBILITY OF THE APPLICANT** TO DETERMINE THE CHAPTER AND SECTION NECESSARY FOR THE APPLICATION TO BE ACCURATE. OTHERWISE, THE APPLICANT MUST LOOK TO THEIR OWN ATTORNEYS OR OTHER ADVISORS IN THIS REGARD.



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

These findings must be filled out 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:
