

**TOWN OF SOUTHBOROUGH
BOARD OF APPEALS**

**APPLICATION FOR APPEAL OR PETITION FOR A
VARIANCE - SPECIAL PERMIT - APPEAL OF ZONING DECISION**

INSTRUCTIONS:

1. Complete the application form on the back of this sheet and submit it to Building Department along with the material identified below. All materials must be received at least **4 weeks** prior to the scheduled hearing date to meet the legally required advertising deadline. The ZBA meets monthly. Please contact the ZBA Administrative Assistant at (508)485-0717 to find out the date of the next scheduled hearing.
2. A copy of the Zoning Officer's opinion on the proposed project ***must*** be provided.
3. A check, made payable to the Town of Southborough, in the amount of \$125.00 must be submitted with the application.
4. A certified list of abutters must be obtained from the Assessors' office and submitted with the application. You need to submit two copies of the abutters list with the application and keep a copy for yourself. (Please allow at least one week from the date of request for the list to be prepared by the Assessor's office and mailed).
5. This notice of application will be filed with the Town Clerk by the Building Department.
6. The notice of the hearing will be prepared and mailed to the petitioner (or their agent) by the town.
7. The town will submit the notice of the hearing to a newspaper to be published twice. The petitioner (or their agent) will be billed for this by the newspaper.
8. The petitioner (or their agent) is responsible for sending copies of the notice of the hearing to all of the abutters on the certified abutters list two weeks prior to the hearing. Documentation of this mailing must be submitted to the Building Department prior to the hearing.
9. Once the hearing has taken place it will be approximately 14 days before the Board's decision is filed with the Town Clerk. The date of this filing is the official date of the decision. A copy of the filed decision will be mailed to the petitioner and the abutters by the town.
10. There is a 20 day appeal period that starts on the filing date and must elapse before the Town Clerk can certify the decision. During this period the Board's decision may be appealed to either Superior Court or Land Court. If an appeal is made the Town Clerk cannot certify the decision until the court renders its decision.
11. Once an approval of a special permit or variance has been certified by the Town Clerk ***the petitioner shall have this approval recorded at the registry of deeds***. Until this occurs the special permit or variance shall not take effect. **Documentation of recording must be provided to the Building Department before a permit can be issued.**

SUBMITTAL REQUIREMENTS:

ALL APPLICATIONS

All required documents must include ten copies for distribution.

Plans shall be no larger than 11" x 17".

A plan naming and showing the location of all direct abutters and those across the street from the property must be provided.

APPLICATIONS REGARDING THE LOCATION OF STRUCTURES AND DIMENSIONAL REQUIREMENTS:

A current, certified plot plan must be provided with the following shown:

Property dimensions

Location, size and description of all structures on the property

Setbacks of structures from all property lines.

APPLICATIONS REGARDING USES OF PROPERTY OR BUILDINGS:

A plan of the property or building with the proposed uses clearly laid out and defined must be provided.

APPLICATIONS REGARDING SIGNS:

A site plan with the location of any existing signs and the proposed sign clearly shown must be provided.

Details of the sign including size, height and construction materials must be provided.

If the sign is illuminated the plan must show the lighting method and specify the hours of illumination.

PLEASE COMPLETE THE FOLLOWING

1. **Applicant's Name:** _____
2. **Applicant's Address:** _____
3. **Applicant Is:** Owner: ___ Tenant: ___ Licensee: ___ Prospective Buyer: ___
4. **Property Owner's Name:** _____
5. **Property Owner's Address:** _____
6. **Location Of Property:** _____
7. **Zoning District:** _____
8. **Official Title Of Officer Or Board Whose Decision Is Appealed** _____
9. **Date Of Decision From Which Appeal Is Taken** _____
10. **Nature Of Appeal Or Petition:** Variance: ___ Special Permit: ___ Appeal of Administrative Decision: ___
11. **Sections of Zoning Regulations Appeal is Regarding:** _____

12. **Description Of And Specific Reasons For Appeal Or Petition:** _____

I hereby request a hearing before the Board of Appeals with reference to the above noted appeal or petition.

Signature Of Applicant: _____ Date: _____

Owner's signature if other than applicant: _____ Date: _____

Received By Building Department On: _____ By: _____

BEST TIME TO SUBMIT APPLICATIONS:
Tuesday and Thursday 12 p.m. – 4 p.m.
Monday and Friday 9:30 a.m. – 4 p.m.

