



**Zoning Board of Appeals
Town of Paxton**

697 Pleasant Street, Paxton, MA 01612
(508) 753-2803 Fax: (508) 797-0966

**APPLICATION TO THE BOARD OF APPEALS
FOR
SPECIAL PERMIT/VARIANCE/APPEAL/FINDING**

FEE: \$200.00 residential,
\$250.00 commercial or
property with more than
one residence,
\$1000.00 wireless commercial

1. Application Form

Every application for action by the Board of Appeals shall be made on the official form attached. This form shall be furnished upon request. Any communication purporting to be an application shall be treated as mere notice of intention to seek relief, until such time as it is made on the official application form. All information called for in this form shall be furnished by the applicant in the manner therein prescribed.

2. Filing Period

Every application or petition shall be filed within thirty days from the date of refusal of a permit by or the ruling decision or determination of the Building Inspector or other administrative official.

3. Plan of Land to Accompany Petition

Each application and petition to the Board shall be accompanied by ten copies of the following described plan:

*The size of the plan shall be 8 1/2" x 11" or 11" by 17" drawn to scale, 1 inch equals 40 feet; it shall have a north point, names of streets, zoning districts, property lines and locations of buildings on surrounding property. The location of buildings or use of the property where a variance is requested and distances from adjacent buildings and property lines shall be verified in the field and shown on the plan. The dimensions of the lot and the percentage of the lot covered by the principal and accessory buildings, and the required parking spaces shall be shown. Entrances, exits, driveways, etc., that are pertinent to the granting of the variance, shall be shown.
(Reminder: a copy must be filed with the Town Clerk also)

4. All applications shall be accompanied by a check, payable to the TOWN OF PAXTON.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF PAXTON

*INSTRUCTIONS FOR
APPELLANTS / PETITIONERS / APPLICANTS*

1. Please review all rules and regulations of the authority prior to appearing before the Board.
2. An appeal to the Permit Granting Authority shall be taken within twenty days from the date of the order of decision being appealed. PLEASE DETAIL SPECIFIC RELIEF REQUESTED.
3. To be granted a VARIANCE, a petitioner must establish that, owing to circumstances relating to soil conditions, shape or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the ordinance or bylaw would involve substantial hardship, financial or otherwise to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance or bylaw.
4. In order to expedite consideration of your appeal, include all factors that may be relevant to the question of items set forth in paragraph 3.
5. If your petition is for a SPECIAL PERMIT, be prepared to present data that shows your petition is in harmony with the intent and purpose of the Zoning Bylaw or ordinance and that it complies with the special provisions set forth in the Zoning Bylaw or ordinance. Special permits are not always transferable.

In conjunction with the Town Services Coordinator:

6. Applicant shall place a legal advertisement in a newspaper of general circulation for two consecutive weeks, the first to be not less than 14 days before the hearing and the second to be not less than 7 days before the hearing. Proof of advertisement must be presented to the Town Services Coordinator before a public hearing is to be held.
7. Applicant shall mail a copy of legal advertisement to all owners of land abutting upon the land included in application/plan, to the six abutting towns and to anyone else of interest. Mailings are suggested to be sent via Certified Return Receipt for proof of sending and receiving. A list of abutters can be obtained from the Assessors' office by written request and \$15 fee. Certified Mail Receipts with a list of the abutters must be presented to the Town Services Coordinator before a public hearing is to be held.

*If any process is not followed, it may cause cancellation and/or rescheduling of the public hearing at the expense of the applicant.



TOWN OF PAXTON
BOARD OF APPEALS

FORM A
APPLICATION
(Please type or print clearly)

1. I, the undersigned, respectfully petition your Honorable Board for a:

A. Variance _____

B. Special Permit _____

C. Appeal _____

D. Finding _____

(Address of the property affected)

MAP # _____ LOT # _____

2. Name of owner _____

Address (if different from above) _____

Telephone: (Home) _____ (Business) _____

E-mail: _____ Cell: _____

3. Name of petitioner if different from owner _____

Address _____

Telephone (Home) _____ (Business) _____

E-mail: _____ Cell: _____

4. If there is an option to purchase the property:

Name of prospective purchaser _____

Address: _____

Telephone (Home) _____ (Business) _____

5. The Record Title stands in the name of _____

Address: _____

By a deed duly recorded in the Worcester Registry of Deeds.

Book # _____ Page # _____

6. Said property is situated in the following zoning, as classified under the Zoning Bylaw, for the Town of Paxton _____

7. State what is located on the premises (e.g. number, type and use of buildings; general type of vegetation). _____

8. State in full what the petitioner desires to do at said location: _____

9. State the specific section of the Zoning Bylaw which applies. In the case of a Variance application, state the section which prohibits the desired use. In the case of a Special Permit, or a Non-Conforming Use, state the section of the Bylaw which provided for application to the Board.

Chapter _____ Section _____

OR

Present a letter with this application from either the Board of Selectmen, Code Enforcement Officer (Building Commissioner) or the Planning Board which states that the petitioner has appeared before the applicable party for permission to use said property for the above related use and has been denied.

Wherefore, I appeal to this Board and request that it take such action as may be appropriate.

Signed _____

Date _____