

SOUTHBRIDGE ZONING BOARD OF APPEALS

APPLICATION INFORMATION

1. All fees (nonrefundable) must accompany each application. Checks or money orders must be payable to the Town of Southbridge.
2. Complete the application form. Supply all requested attachments and information.
3. The Southbridge Zoning Board of Appeals monthly meeting is held on the first Wednesday of the month in the Veterans Meeting Room, Town Hall, 41 Elm Street. Public hearings commence at the time indicated on the agenda.
4. Zoning variances are granted only for unnecessary hardship as described in Chapter 40A Subsection 10 of the Massachusetts General Laws.
5. The concurring vote of a majority members of the Board is necessary to approve an application.
6. The variance is recorded on the land records in the Worcester County Registry of Deeds.
7. Provided all aspects of the project meet Zoning and General Bylaws, a permit to construct can then be issued.

For more information, contact:

Economic Development and Planning Office: (508) 764-5402

Inspections Office: (508) 764-5412

Fees:

- (a) An appeal from the action of the Building Commissioner shall be accompanied by a check payable to the Town of Southbridge in the amount of \$100.
- (b) A petition for a variance shall be accompanied by a check payable to the Town of Southbridge in the amount of \$150 for variances of residential development, and \$200 for any variance petitions for non-residential development.
- (c) An application for a special permit to alter or extend a pre-existing nonconforming use or structure shall be accompanied by a check payable to the Town of Southbridge in the amount of (\$200).
- (d) An application for a Comprehensive Permit under G. L. c. 40B §21 shall be accompanied by an administrative fee in the amount specified in the Board's Comprehensive Permit Rules, as may be amended.
- (e) All fees are established to cover the cost of and to otherwise defray reasonable expenses incurred by the Board in processing petitions and applications filed with the Board.
- (f) An appeal, petition or application shall not be deemed filed until filing fee set forth above have been paid to the Town Clerk.
- (g) In addition to the above stated filing fees, the applicant shall be responsible to pay the cost of publishing public notice of any hearing in a newspaper. The clerk shall prepare the notice and arrange for publication. The newspaper may send an invoice directly to the applicant or through the clerk. The applicant shall pay any such invoice promptly upon receipt and failure to make timely payment shall be grounds for the Board to withhold a decision or deny an application.

1.01 Section 1. Purpose and Scope:

These Rules are adopted by the Southbridge Board of Appeals (hereinafter referred to as the "Board") as authorized by G.L. c. 40A, § 12, for the purpose of establishing uniform procedures for conducting the business of the Board which, in general, but without limitation, shall consist of hearing all appeals, petitions, and applications coming under its jurisdiction as both a permit granting authority and a special permit granting authority by virtue of the applicable provisions of Massachusetts General Laws and the Southbridge Zoning Bylaw (hereinafter referred to as the "Zoning Bylaw") and other Bylaws. Such appeals and matters of original jurisdiction, subject to conformance with these Rules, will in general consist of the following:

- a. Receive and act upon all appeals from a decision of the Building Inspector in performing the duties and responsibilities contemplated by Massachusetts General Laws and the Zoning Bylaw;
- b. Receive and act upon, as a permit granting authority, all petitions for variances from compliance with applicable provisions of the Zoning Bylaw;
- c. Receive and act upon, as a special permit granting authority, all applications for special permits as authorized by the Zoning Bylaw;
- d. Receive and act upon all applications seeking authorization and a Comprehensive Permit to build low- and moderate-income housing under Massachusetts General Laws, 40B, § 20-23; and
- e. Receive and act upon all matters otherwise legally coming under the jurisdiction of the Board.

Application#: _____

Date Submitted: _____

Date of Receipt by Board: _____

Fee: _____

SOUTHBIDGE ZONING BOARD OF APPEALS APPLICATION

All application fees must accompany each application. THIS FEE IS NONREFUNDABLE. Checks or money orders must be payable to the Town of Southbridge. Additionally, all fees for required notices in the Worcester Telegram & Gazette will be paid by the applicant.

TO BE COMPLETED BY THE APPLICANT --PLEASE PRINT

Applicant's Name _____

Day Phone # _____ Evening Phone # _____

Address _____

Owner of Land _____

Address _____ Phone # _____

LOCATION OF PROPERTY

Street _____

Map# _____ Lot _____ Zoning District _____ Lot Size _____ Frontage _____

TYPE OF APPLICATION (Check appropriate box):

- A variance in the application of the Zoning Bylaws is requested.
- There is an error in an order, requirement or decision made by the Zoning Enforcement Officer (Appeal)
- Other (Specify)

Current Property Use: _____
(Residential, commercial, industrial)

Proposed Property Use: _____
(Residential, commercial, industrial)

Briefly describe the proposed project and/or activity:

State the appropriate section(s) of the Zoning Bylaws you wish to vary or appeal:
Board action requested by the applicant:

The undersigned hereby authorizes the Southbridge Zoning Board of Appeals, or its agents, to enter upon the property for the purpose of inspection and enforcement of the Town of Southbridge Zoning Bylaws.

Signed: _____ Date: _____
(Applicant)

Signed: _____ Date: _____
(Owner)

See next page for required attachments

ATTACHMENTS:

The following items must be provided to complete this application:

(Check if provided. N/A if not applicable)

- _____ Site Plan to a scale of 1" = 20' or 1" = 40' including
 - _____ Location and size of existing buildings and uses
 - _____ Location and size of proposed buildings and uses
 - _____ Dimensions of the lot and required and proposed setbacks
 - _____ Driveways and parking areas
 - _____ Wells/Water Lines
 - _____ Septic System/Sewer Lines
 - _____ Accessory structures (swimming pools, tool sheds, etc.)
 - _____ Wetlands and water courses
 - _____ Distinguishing boundary or other landmark features such as stone walls, large trees, etc.

NOTE: AN A-2 SURVEY/SITE PLAN IS REQUIRED

- _____ Names and addresses of adjoining property owners
- _____ Copies of the Tax Assessor's property card for this location
(Both sides -available in Assessor's Office)
- _____ Other exhibits or documents supplied by applicant -please specify:
