

## APPLICATIONS TO THE ZONING BOARD OF APPEAL

THE GENERAL RULES OF THE ZBA AVAILABLE AT [WWW.STOUGHTON-MA.GOV](http://WWW.STOUGHTON-MA.GOV) WHICH DESCRIBES THE APPLICATION AND HEARING PROCESS. APPLICANTS MUST PROVIDE THE FOLLOWING FOR A COMPLETE APPLICATION BEFORE A HEARING DATE WILL BE SET:

1. (4) COPIES OF CLEARLY TYPED OR PRINTED APPLICATION WITH ORIGINAL SIGNATURES. 11 PHOTOCOPIES OF COMPLETED APPLICATION- TOTAL 15. FOR VARIANCES, SPECIAL PERMITS AND COMPREHENSIVE PERMITS, THE APPLICANT MUST ALSO ATTACH TO EACH ORIGINAL AND EACH COPY ALL OF THE FOLLOWING THAT APPLY (See ZBA Rule 1 for exact descriptions):
  - a. Prior permit and violations history of the property with the ZBA, Planning Board, Conservation Commission, etc.
  - b. Information about all applications filed or to be filed for the same project with other boards (e.g., Conservation Commission).
  - c. Experts and consultants reports with conflict of interest statement.
  - d. Detailed reasons for specific waivers that are requested.
  - e. Photographs of the Property (to be kept in file folder)
2. (15) COPIES OF SCALED FLOOR PLANS AND ELEVATIONS USING RULER AND PENCIL. MUST CONTAIN CONTACT INFORMATION OF PERSON WHO PREPARED PLANS. (NO SKETCHES OR ROUGH PLANS 11 X 18 MAX SIZE)
3. (15) COPIES OF SCALED AND STAMPED SITE PLANS BY ENGINEER OR SURVEYOR. (11 X 18 MAX SIZE)
4. (15) COPIES OF PROPERTY DEED OR CERTIFICATE OF TITLE.
5. (2) COPIES OF OWNERS AFFIDAVITS FOR AGENT TO SHOW STANDING.
6. PROVIDE GIS MAP OF DIRECT ABUTTERS
7. CHECK FOR APPLICATION FEE PAYABLE TO THE TOWN OF STOUGHTON:

RESIDENTIAL FEE	\$ 75.00
SUBDIVISIONS OVER 3 LOTS	\$125.00
COMMERCIAL/INDUSTRIAL	\$150.00
8. CHECK FOR ADVERTISING PAYABLE TO THE STOUGHTON JOURNAL  
ALL FILINGS PAY \$21.00

Fee \$ \_\_\_\_\_

The fee for applications for special permits and/or variances will be as follows:

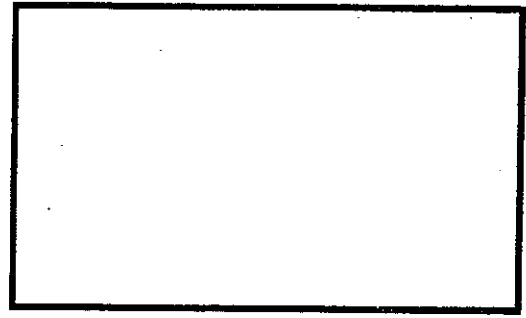
Residential \$75.00

Subdivisions over 3 lots \$125.00

Commercial/Industrial \$150.00

These fees cover the first 25 abutters to be notified of the public hearing.

For every additional 25 abutters, the petitioner will be charged an additional \$25.00. The petitioner is required to estimate the number of abutters that will be immediately affected by the petition. This additional fee must be paid before the public hearing.



CASE # \_\_\_\_\_

**ZONING BOARD OF APPEALS  
APPLICATION FOR GRANT OF A SPECIAL PERMIT**

1. Date filed: \_\_\_\_\_

2a. Applicant's name: \_\_\_\_\_

2b. Applicant's address: \_\_\_\_\_

2c. Applicant's phone #: \_\_\_\_\_

(#s 3a, 3b, and 3c to be completed if applicant and owner are not the same person)

3a. Owner's name: \_\_\_\_\_

3b. Owner's address: \_\_\_\_\_

3c. Owner's phone #: \_\_\_\_\_

3d. The owner hereby appoints \_\_\_\_\_

(name of applicant)

to act as his/her/its agent for purposes of submitting and processing this application for a special permit.

4. The owner's title to the land which is the subject matter of this application is derived under deed from \_\_\_\_\_

\_\_\_\_\_, dated \_\_\_\_\_,

\_\_\_\_\_, and recorded in, NORFOLK COUNTY

Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_,

or Land Court Certificate of Title No. \_\_\_\_\_,

registered in \_\_\_\_\_ District Book

\_\_\_\_\_, Page \_\_\_\_\_.

5. The land is shown in the Assessor's records as Lot \_\_\_\_\_  
\_\_\_\_\_, on Map \_\_\_\_\_  
and has an address of or is located at \_\_\_\_\_.

6. Nature and subject matter of special permit:  
(Describe what you want to do)

7. Section of the zoning by-law/ordinance which permits this use  
by grant of a special permit:

8. The applicant presents the following evidence which supports  
the grant of the special permit:

a. The use is in harmony with the general purpose and intent  
of the zoning by-law/ordinance because:

b. The general or specific provisions for grant of a special  
permit, as set forth in the zoning by-law/ordinance, are  
satisfied because:

(address each and every provision which you must  
satisfy for grant of the special permit)

LIST:

ZONING DISTRICT \_\_\_\_\_

Dimension of lot as presently laid out

WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_ AREA: \_\_\_\_\_ S.F. \_\_\_\_\_

Dimension of structure: \_\_\_\_\_ X \_\_\_\_\_

Setbacks of structure in feet:

FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDE LINES: \_\_\_\_\_ R: \_\_\_\_\_ L: \_\_\_\_\_

A HEARING ON THIS MATTER WILL BE SCHEDULED WITHIN  
60 DAYS AFTER FILING.

Received by City/Town Clerk

Applicant's signature:

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature:  
(If different from Petitioner)

Time \_\_\_\_\_

\_\_\_\_\_  
Signature of person receiving

\_\_\_\_\_  
Owner's Signature  
(If different from Petitioner)

Special permit application fee received from Applicant in the amount  
of \$

\_\_\_\_\_

\_\_\_\_\_  
Signature of recipient

**TOWN OF STOUGHTON  
BOARD OF APPEALS**

**SPECIAL PERMITS**

**10.5.1 Special Permit Granting Authority.** The Board of Appeals, Planning Board, and the Board of Selectmen shall be the Special Permit Authority (SPGA) as specified in the various sections of this Bylaw and shall hear and decide applications for special permits.

**10.5.2 Criteria.** Special permits shall be granted by the SPGA, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this By-Law, the determination shall include consideration of each of the following:

- 1. Social, economic, or community needs which are served by the proposal;**
- 2. Traffic flow and safety, including parking and loading;**
- 3. Adequacy of utilities and other public services;**
- 4. Neighborhood character and social structures;**
- 5. Impacts on the natural environment; and**
- 6. Potential fiscal impact, including impact on town services, tax base, and employment taking into account any proposed mitigation.**