

TOWN OF WELLESLEY



MASSACHUSETTS

## ZONING BOARD OF APPEALS

888 WORCESTER STREET • SUITE 160 • WELLESLEY, MA 02482

J. RANDOLPH BECKER, CHAIRMAN  
ROBERT W. LEVY, VICE CHAIRMAN  
DAVID G. SHEFFIELD

LENORE MAHONEY  
EXECUTIVE SECRETARY  
TELEPHONE  
(781) 431-1019 EXT. 2208

WALTER B. ADAMS  
DEREK B. REDGATE  
PETER COVO

### REQUIREMENTS FOR SPECIAL PERMIT APPLICATIONS

APPLICATION FORM: Must be filled out completely and signed by property owner.

- A. Must include details concerning use of property, description of property including parking accommodations, floor plans, photographs, as determined by the Executive Secretary.
- B. Applicant must read section of Zoning Bylaw applicable to the request for Special Permit and address each requirement and consideration of said section.
- C. Written endorsement by property owner must be submitted if property owner is to be represented at the public hearing by an agent.

FILING FEE: A check payable to the Town of Wellesley per current fee schedule.

PUBLIC HEARING: Petitioner or representative agent must attend the ZBA Public Hearing.

THE BOARD RECOMMENDS THAT THE PETITIONER REVIEW THE ZONING BOARD OF APPEALS RULES AND REGULATIONS.

### TIMELINE AFTER APPROVAL AT A PUBLIC HEARING

1. 14 calendar days from date of hearing for Board members to approve a written decision
2. On 14<sup>th</sup> day after public hearing, decision is time stamped in the Town Clerk's Office – 20 day appeal period begins
3. After lapse of appeal period - certification by the Town Clerk that no appeals have been filed
4. Recording at the Norfolk County Registry of Deeds, Dedham, MA
5. Submittal of recording slips from Registry of Deeds to Town Clerk, Inspector of Buildings and Zoning Board of Appeals Office

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Date: \_\_\_\_\_

ZBA: \_\_\_\_\_

Petition for:	<u>Residential Fee</u>	<u>Commercial &amp; Municipal Fee</u>
Variance	_____ \$200	_____
Special Permit	_____ \$200	_____ \$500
Special Permit/Findings	_____ \$200	_____
Special Permit Renewals	_____ \$150	_____
Signs	_____	_____ \$300
Site Plan Approval without PSI	_____	_____ \$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	_____ \$3,500
Appeals	_____ \$200	_____ \$300
Comprehensive Permit	_____	_____ \$750
Publication & Mailing Fees/All Petitions	\$25	\$25
Petitioner assumes all costs for Peer Review		

Property Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property located in a:      Historic District       Yes       No  
 Wetlands Protection Area        
 Water Supply Protection District     

Prior Zoning Decisions:      Special Permit/Finding:      Variance: \_\_\_\_\_

Applicable Section(s) of the Zoning Bylaw: \_\_\_\_\_

Explanation of Request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_Requested Relief:  
 \_\_\_\_\_ Lot Area      \_\_\_\_\_ Front Yard Depth (Street Setback)  
 \_\_\_\_\_ Lot Coverage      \_\_\_\_\_ Side Yard Width (Side Line Setback)  
 \_\_\_\_\_ Frontage      \_\_\_\_\_ Rear Yard Depth (Rear Line Setback)  
 \_\_\_\_\_ Front Yard Width      \_\_\_\_\_ Other \_\_\_\_\_

OWNER OF PROPERTY/PETITIONER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE:      WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

AGENT FOR PETITIONER (PLEASE PRINT): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE:      WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_