



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

WALTER B. ADAMS  
DEREK B. REDGATE  
PETER COVO

**MATERIALS NECESSARY FOR SPECIAL PERMIT/FINDING APPLICATION**

**1. APPLICATION:** Must be filled out completely and signed by property owner. If the proposed addition will intensify the existing nonconformities or result in additional ones, the petitioner is required to show that the change will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.

**2. PLOT PLAN:** Five copies of a Certified Plot Plan drawn by a Registered Land Surveyor, of recent date, stamped, signed and dated, on an 8 1/2 inch by 11 inch or 11 inch by 17 inch paper on a scale of 1" = 20 feet, indicating the following:

- Address, square footage of the lot, and area district in which property is located
- Names of abutting streets
- All existing structures on the lot with relevant setbacks from the affected lot lines.
- Dimensions of the proposed addition or structure including bay windows and chimneys and all relevant setbacks.
- Driveways
- Side-facing garages, location of garage doors, and relevant setbacks
- Where, within a distance of 500 feet, three or more dwellings are set back more than 30 feet from the property line, the front setback of all affected dwellings, including the property for which relief is requested.
- All easements, streams and/or wetland areas
- Existing and proposed percentage of lot coverage (footprint of everything above grade except for steps).
- Existing and proposed lot coverage expressed in square feet.
- Compass rose
- Plot Plan must agree with the Construction Plans

**3. CONSTRUCTION PLANS:** Five copies of all construction plans, which shall be no larger than 11 inches by 17 inches, and which shall include the following:

- Name of designer on each plan
- Date of plan design on each plan
- Name and address of applicant on each plan
- Existing and proposed floor plans for all floors affected by the proposed structure, with all dimensions of the property and each interior space
- Existing and proposed elevation drawings of all sides of the structure affected by the proposed structure
- Height of proposed ridgeline from average ground level surrounding the structure.

**4. ZONING HISTORY:** All prior Zoning Board decisions for the property must be listed on the application. The information is available on the Town of Wellesley website at [www.wellesleyma.gov](http://www.wellesleyma.gov) Go to Boards & Committees/Zoning Board of Appeals. Click the link to List of Decisions by Address.

Many of the decisions are available on the website. Click the link to Case Log & Decisions. If the decisions are not available on the website, call the Zoning Office for further assistance.

**5. PHOTOGRAPHS:** Must show existing structure and area of proposed changes.

**6. FILING FEE:** A check payable to TOWN OF WELLESLEY in the amount of \$200.00.

**7. MAILING & PUBLICATION FEE:** A check payable to TOWN OF WELLESLEY in the amount of \$25.00

**\*The filing fee & the mailing fee may be combined for one check payable to the Town of Wellesley for \$225.**

**8. PUBLIC HEARING:** The petitioner or representative must attend the public hearing.

THE BOARD RESERVES THE RIGHT TO REQUEST TOTAL LIVING AREA PLUS GARAGE SPACE (TLAG) CALCULATIONS AT THE PUBLIC HEARING.

ALL WETLANDS PROTECTION ISSUES (DETERMINATION OF NEGATIVE APPLICABILITY OR ORDER OF CONDITIONS) MUST BE RESOLVED AND SUBMITTED TO THE BOARD BEFORE THE ZBA PUBLIC HEARING.

IF PROPOSED PLANS INCLUDE TOTAL DEMOLITION OR PARTIAL DEMOLITION AS DEFINED IN ARTICLE 46C (HISTORIC PRESERVATION DEMOLITION REVIEW) OF THE TOWN BYLAWS, THE APPLICANT IS ENCOURAGED TO CONSULT WITH THE PLANNING DEPARTMENT PRIOR TO THE ZBA PUBLIC HEARING.

THE APPLICANT IS STRONGLY ENCOURAGED TO DISCUSS THE PROPOSED PLANS WITH THE NEIGHBORS BEFORE THE PUBLIC HEARING.

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

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#### **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

TOWN OF WELLESLEY



MASSACHUSETTS

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

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

Petition for:	<u>Residential Fee</u>	<u>Commercial &amp; Municipal Fee</u>
Variance	_____	\$200
Special Permit	_____	\$200
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
Comprehensive Permit	_____	\$300
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: \_\_\_\_\_