



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

REQUIREMENTS FOR SPECIAL PERMIT APPLICATIONS

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

A. Must include details concerning use of property: hours of operation, extent of use or operation, number of employees, number of clients coming to the premises, description of property including parking accommodations, floor plans, photos, as determined by the Executive Secretary. (Zoning Bylaws may be viewed on the Town Website: www.wellesleyma.gov under Town Departments/Town Clerk)

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.

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

III. PUBLICATION & MAILNG FEE: A check payable to the Town of Wellesley in the amount of \$25.00

IV. 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 14th 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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Petition for:	<u>Residential Fee</u>	<u>Commercial & 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	_____	\$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: _____