

**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**

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

**PLOT PLAN:** Six copies of a Certified Plot Plan drawn by a Registered Land Surveyor, of recent date, stamped, signed and dated, on an 8 ½ 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 lot lines.
- Names of abutting streets.
- All existing structures on the lot.
- All existing and proposed retaining wall(s) with dimensions and all relevant setbacks.
- Existing and proposed grading associated with the retaining walls.
- Proposed landscape and hardscape elements associated with the retaining wall (including exterior lighting).
- All easements, streams and/or wetland areas.
- Existing and proposed lot coverage expressed as percentage (any structure above grade excluding steps).
- Existing and proposed lot coverage expressed in square feet.
- Compass rose.
- Plot Plan must agree with the Elevation Drawings.

**ELEVATION DRAWINGS:** Six copies of all elevation drawings, which shall be no larger than 11 inches by 17 inches, drawn to a legible Architect's Scale, 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 elevation drawings which show:
  - i. Details of major architectural elements; and
  - ii. Dimensions of retaining wall(s) (height and length)
- Samples, pictures, and/or brochures of materials to be used.

**WRITTEN EXPLANATION OF SPECIAL PERMIT REQUEST**

**PHOTOGRAPHS:** Must show existing structures and areas of proposed changes.

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

**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.

## DESIGN REVIEW, IN ACCORDANCE WITH SECTION XXIID OF THE ZONING BYLAWS

PUBLIC HEARING: The petitioner or representative agent must attend 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.

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



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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: \_\_\_\_\_