



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 VARIANCE APPLICATION TO BOARD OF APPEALS

I. APPLICATION FORM: Must be filled out completely and signed by the property owner. Please state the factors causing hardship as specified in the following paragraph:

SECTION XXIV-D 1. of the ZONING BYLAW STATES:

"The Permit Granting Authority shall have the power, after a public hearing for which notice has been given pursuant to the applicable sections of this Bylaw and by mailing to all parties in interest, to grant upon appeal or upon petition, with respect to particular land or structures, a variance from the terms of this Zoning Bylaw where the Permit Granting Authority specifically finds that:

- a. Literal enforcement of the provisions of the Zoning Bylaw would involve substantial hardship, financial or otherwise, to the petitioner or appellant owing to circumstances relating to i) soil conditions, ii) shape, or iii) topography of such land or structures, especially affecting such land or structures but not generally affecting the zoning district in which it is located, and the hardship shall not have been self-created; AND
- b. Desirable relief may be granted without substantial detriment to the public good, and without nullifying or substantially derogating from the intent or purpose of this Zoning Bylaw."

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 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 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.
- Existing and proposed maximum building 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.
- 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, if the proposed addition includes a second story.

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.

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

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

6. 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.

7. PUBLIC HEARING: The petitioner or representative agent must attend the 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.

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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Date: _____

ZBA: _____

Petition for:	<u>Residential Fee</u>	<u>Commercial & 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: _____