OFFICE OF
BOARD OF APPEALS
OF THE TOWN OF
BELCHERTOWN, MASSACHUSETTS
01007

ZONING BOARD OF APPEALS
INSTRUCTIONS/CHECKLIST/PETITION

SUBMIT A COMPLETED APPLICATION

The applicant (Petitioner) submits a complete Petition/Application by completing the Submittal Requirement checklist. Submit the original application and twelve copies of all documents with the Town Clerk and a check made out to the Town of Belchertown.

NOTICE OF PUBLIC HEARING

The ZBA places the petitioner on the Agenda for the next meeting, notifies abutters and places a legal notice in the newspaper to run two consecutive weeks prior to the meeting.

PUBLIC HEARING

ZBA public hearings will be held the third Thursday of the month in the Belchertown Town Hall. The ZBA will hold a public hearing within 65 days of receipt of a properly filed petition. Attendance by the Petitioner or representative is required.

DECISION

A written decision will be filed with the Town Clerk within fourteen days of the vote and the twenty-day appeal period will then commence. The applicant must then record the original copy of the decision at the Registry of Deeds in Northampton, Massachusetts. A building permit will not be issued without this proof of recording.

SPECIAL PERMIT CRITERIA

The Board may grant Special Permits in accordance with Section 11 of Chapter 40A of the General Laws, as amended, of the Zoning by-laws.
The Special Permit Granting Authority shall grant special permits which:

a. Are found not to be detrimental to the established or future character of the town and neighborhood.
Conditions may be added to address safety and time limitations. If the rights authorized by the variance are not exercised within one (1) year from the date such variance was granted, those rights shall lapse and shall only be re-established in accordance with M.G.L. c.40A.

APPEAL

A copy of the rules adopted by the Zoning Board of Appeals for the conduct of its business is filed in the Office of the Town Clerk and copies of the Zoning by-laws are also filed with the Town Clerk and Office of Inspection Services. It is the applicant’s responsibility to familiarize him/her with these rules and zoning by-laws prior to the public hearing.

Responsibility for submission of a complete application rests with the petitioner. Incomplete applications will be denied.

The decision of the Zoning Board of Appeals must be recorded at the Hampshire County Registry of Deeds (at the Petitioner’s additional expense) before any rights or privileges awarded in the decision are implemented.

A copy of the receipt of recording the decision at the Hampshire County Registry of Deeds must be forwarded to the Zoning Board of Appeals.
OFFICE OF
BOARD OF APPEALS
OF THE TOWN OF
BELCHERTOWN, MASSACHUSETTS
01007

PETITION
Document Submittal Requirements □ Checklist

Please submit the □ original application and □ twelve copies of all documents listed below with your application to the Town Clerk.

Zoning Board of Appeals application fee: $100
Applicant is responsible for full payment of legal notice in any local newspaper.

□ Filing Fee: check made to “Town of Belchertown”.

□ A Deed showing the owner of the property or a purchase and sale agreement or letter granting power of attorney.

□ Certified Plot Plan (stamped & signed by Registered Professional Land Surveyor or Registered Professional Engineer).

THE CERTIFIED PLOT PLAN MUST INCLUDE:

<table>
<thead>
<tr>
<th>EXISTING FEATURES</th>
<th>PROPOSED FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property lines (bearings &amp; distances)</td>
<td>Same</td>
</tr>
<tr>
<td>Lot area &amp; frontage</td>
<td>Same</td>
</tr>
<tr>
<td>Location &amp; size of all buildings &amp; structures</td>
<td>Indicate location of all proposed additions/alterations &amp; new buildings or structures</td>
</tr>
<tr>
<td>Measurement of all setbacks (front, side &amp; rear)</td>
<td>Measurement of all setbacks impacted by proposal</td>
</tr>
<tr>
<td>Driveways and parking areas</td>
<td>New driveways and parking areas</td>
</tr>
<tr>
<td>Sewage facilities</td>
<td>New sewage facilities</td>
</tr>
<tr>
<td>Any other information deemed necessary by the Zoning Enforcement Officer</td>
<td>Topographical plan (if required)</td>
</tr>
</tbody>
</table>

________ Building Plans-Schematic Architectural Plans ¼” Scale

<table>
<thead>
<tr>
<th>EXISTING FEATURES</th>
<th>PROPOSED FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor plans of entire structure / buildings</td>
<td>Floor plans of add’l. &amp; new structure / buildings</td>
</tr>
<tr>
<td>Elevations of all sides of structure / buildings</td>
<td>Elevations of additions &amp; new structure / buildings</td>
</tr>
<tr>
<td>Height of existing structure / buildings</td>
<td>Height of proposed alteration to existing structure</td>
</tr>
</tbody>
</table>
Conditions may be added to address safety and time limitations. If the rights authorized by the variance are not exercised within one (1) year from the date such variance was granted, those rights shall lapse and shall only be re-established in accordance with M.G.L. c.40A.

**APPEAL**

A copy of the rules adopted by the Zoning Board of Appeals for the conduct of its business is filed in the Office of the Town Clerk and copies of the Zoning by-laws are also filed with the Town Clerk and Office of Inspection Services. It is the applicant’s responsibility to familiarize him/her with these rules and zoning by-laws prior to the public hearing.

Responsibility for submission of a complete application rests with the petitioner. Incomplete applications will be denied.

The decision of the Zoning Board of Appeals must be recorded at the Hampshire County Registry of Deeds (at the Petitioner’s additional expense) before any rights or privileges awarded in the decision are implemented.

A copy of the receipt of recording the decision at the Hampshire County Registry of Deeds must be forwarded to the Zoning Board of Appeals.
Assessors tax map and Locus map of land.

If waiver is requested from any Boards Rules and Regulations, submit request with reasons.

If an Appeal of the Building Inspectors decision, submit a copy of decision / order and date.

Additional relevant permits obtained and / or information.

Certified Abutter List Must Be Requested From the Assessor's Office at a Cost to the Applicant

For more information regarding Regulations and Requirements see the Zoning Act under Mass General Laws, Chapter 40A.

Questions regarding land use, zoning districts, structures, setbacks contact the Building Inspector, Paul Adzima, in the Building Department at (413) 323-0402.
ZONING BOARD OF APPEALS
PETITION
(Please use ink & Type or Print)

Name of Petitioner

Petitioner’s Address/phone

Name of Owner

Owner’s Address/Phone

Petitioner’s relationship to the land (i.e., what is their standing?)

Location of work Map Parcel/Lot Zoning District

Hampshire County Registry of Deeds: Book Page Date of land acquisition on title

Year house was built

Is the subject property part of a larger parcel which was/is being subdivided by the applicant/property owner? Yes If yes, provide details.

The application is made for (Please circle One):

Special Permit
Variance
Appeal Decision of Building Inspector
Comprehensive Permit

Section, page of By-Laws:

Has there been a previous appeal involving this premises? Yes No
Cite Zoning reference and relevant sections of Zoning Bylaw involved:
Type of building or structure Existing structure dimensions
Proposed dimensions

Describe proposed work/variance/special use: (Attach additional pages if necessary)
Assessors tax map and Locus map of land.

If waiver is requested from any Boards Rules and Regulations, submit request with reasons.

If an Appeal of the Building Inspectors decision, submit a copy of decision/order and date.

Additional relevant permits obtained and/or information.

Certified Abutter List Must Be Requested From the Assessor's Office at a Cost to the Applicant

For more information regarding Regulations and Requirements see the Zoning Act under Mass General Laws, Chapter 40A.

Questions regarding land use, zoning districts, structures, setbacks contact the Building Inspector, Paul Adzima, in the Building Department at (413) 323-0402.
<table>
<thead>
<tr>
<th></th>
<th>REQUIRED</th>
<th>EXISTING</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frontage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coverage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Set forth all reasons petitioner believes the requested relief should be granted.
For special permits and variances, refer to information submitted with the application (e.g., plans, photos, maps, reports), explain how the conditions required for a special permit or variance are present):
The undersigned certifies that the information provided on this application and any attached plans are a true and accurate representation of facts pertinent to the subject parcel of land, and acknowledges that all representations are made under the pains and penalties of perjury. The Zoning Board of Appeals is entitled to rely on this representation as being the full and complete statement of the applicant(s) / owner.

Applicant's Signature

Owner’s Signature

Date

Date

All/8.26