



BELLINGHAM ZONING BOARD

10 MECHANIC STREET
BELLINGHAM, MASSACHUSETTS 02019
(508) 657-2893 ZoningBoard@bellinghamma.org

Application Filing Instructions

File with Town Clerk's Office:

- Two (2) copies of the application containing the original signature.
- Nine (9) copies of the site plan. (11 x 17 or smaller is acceptable)
- One (1) copy of the certified abutter's list. (2 sets of labels)
- Application fee (made payable to the Town of Bellingham)

Filing Fees:

- Special Permit \$150.00
- Variance \$150.00
- Appeal \$100.00

Public Hearing:

The Zoning Board of Appeals will schedule the public hearing, advertise the hearing in the local newspaper (cost to be paid by applicant), and notify by mail the petitioner and persons on the list of abutters of the date, time, subject matter and place of the public hearing. Unless otherwise specified, all meetings of the Zoning Board are held at the Town Municipal Offices, 10 Mechanic Street.

The petitioner and/or a representative is required to attend the public hearing. The petitioner and/or representative should be prepared to present evidence on each point set forth in the pertinent part(s) of the Zoning By-law that involves the petitioners' particular circumstances including Section 240-12 and following for Variances and Appeals and Section 240-25 and following for a Special Permit.

(Copies are available from the Town Clerk for \$ 10.00 or at www.bellinghamma.org)

Filing of Decision:

The decision will be filed with the Town Clerk within 14 days from the date the hearing is closed. For a Special Permit, the decision must be filed with the Town Clerk within 90 days of the close of the hearing.

Appeal Period:

Once the decision there is a twenty (20) day appeal period which commences and at any time "party-in-interest" may file an appeal of the Zoning Board decision to the Superior Court Department in which the land concerned is situated. The Town Clerk shall be notified of this action in writing.

Building Permit:

A Building Permit (if applicable) will not be issued a building permit until the decision is recorded with the Registry of Deeds. You MUST have a copy of the receipt attached to the Building Permit application.

Helpful Tips:

It is recommended that applicants first stop be at the Town Assessor's Office early in the process to begin to compile their "List of Abutters". For Special Permits and Variance applications, persons to be notified include direct abutters, abutters to direct abutters within 300 feet. For Appeals applications, persons to be notified include direct abutters within 300 feet only. The Assessor's Office will prepare the "List of Abutters" for you. The cost is \$20.00 (300') for a standard list. If the list is excessive in scope an additional fee may apply. Site/plot plans showing existing and proposed projects are mandatory. They have to be prepared in a clear, legible manner and drawn to scale with an engineer's stamp. If you have questions on this please ask Laura, the Zoning Clerk at lrenaud@bellinghamma.org or 508-657-2852. In some instances, the Zoning Board may require reports be submitted to accompany the requisite application and site plan. The types of reports that the Board may require include, for example, drainage report and traffic studies. The board requires that such documents be signed and stamped by, for example, a professional engineer.



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SPECIFY TYPE OF APPLICATION

(circle)

Appeal

Special Permit

Variance

APPEAL OF BUILDING INSPECTORS DECISION:

- ☐ Please attach a copy of the Building Inspector's letter/decision.

SPECIAL PERMIT: (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Principal Use | <input type="checkbox"/> Non-Conforming Situation | <input type="checkbox"/> Flood Plain |
| <input type="checkbox"/> Accessory Use | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Comprehensive Permit |
| <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Earth Removal | <input type="checkbox"/> Family Apartment <input type="checkbox"/> Other |

VARIANCE: (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Rear Yard Setback | <input type="checkbox"/> Area | <input type="checkbox"/> Lot Width |
| <input type="checkbox"/> Side Yard Setback | <input type="checkbox"/> Lot Frontage | <input type="checkbox"/> Percent Area Building |
| <input type="checkbox"/> Front Yard Setback | | |

Petitioner:(type/print) _____

Signature _____

Email _____

Address _____ Phone _____

Property Owner:

Signature _____

Email _____

Address _____ Phone _____

Address of Subject Premises _____

If no address, description of
property _____



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Dimensions of Lot:

Frontage: ____ Depth: ____
Area: ____ Lot Width: ____

Zoning District(s) subject premises located: ____

Assessor's Map: ____ **Lot:** ____

Describe proposed activity:

Are there any buildings on the premises (if so, please describe them including their dimension)?

Describe the subject premises (terrain, septic system, description of area, etc.)

How long have you owned the subject premises? ____
What is the present use of the subject premises?

State grounds for the Special Permit/Variance or Appeal: (please be specific)

I attest that I, to the best of my knowledge have paid any and all real estate taxes, excise taxes, license and/or permit fees.

Owner: ____
Signature ____ Date ____

Applicant: ____
Signature ____ Date ____

Effective 8/2017

Please note: This application cannot be processed
unless initialed by the Town Collector:
Town Collector: ____ **Date:** ____

