

INSTRUCTIONS FOR FILING APPLICATIONS FOR SPECIAL PERMITS, VARIANCES OR APPEALS

The information listed below must accompany the application at the time of filing. This information is requested in order to help both you and the Board of Appeals in processing your application. Applicants are urged to review plans with the Building Inspector prior to filing the application.

A. Application for Special Permits, Variances or Appeals (Original on bond plus one (1) copy.

1. A plot plan drawn to scale by a Registered Engineer or Land Surveyor indicating all setbacks of the existing and proposed structure measured from furthestmost protrusions of the structure. Please note that steps, bay windows, decks and porches, cantilevers and the like are considered part of the structure for the purpose of determining setbacks. (5 copies)
2. Photographs of the property showing the existing structure.
3. Floor plans of the existing and proposed structures. (4 copies)
4. Elevations to scale of the proposed structure, including a designation of overall height. (4 copies)
5. Assessors Map (available from Board of Assessors). (4 copies)
6. Assessors Field Card (available from Board of Assessors). (4 copies)
7. Board of Health and Conservation Commission approvals, if necessary.

B. Additional requirements for Special Permits under Section III of the Zoning By-Law relating to nonconforming uses and structures.

In addition to the information required in Paragraph A above the following additional information must be submitted with the application at the time of filing:

1. A certified engineers' report certifying the adequacy of the existing or proposed septic system. Applicants are advised to review Section III.3 of the Zoning By-Law with their engineer.
2. If the proposed septic system is a new "Title V" system, the applicant should submit a plan of the system stamped by a registered or certified engineer and Board of Health Approval.

C. Additional requirements for applications relating to property located in the Mattapoissett River Aquifer Protection District.

1. The plot plan described in paragraph A of these instructions must also include the dimensions of all existing and proposed structures and improvements that render the land impervious to water, including but not limited to dwellings, business buildings, garages, sheds, greenhouses, gazebos, barns, pumphouses and other out-buildings, walkways and paths that are not gravel, driveways, patios, basketball courts, tennis courts and swimming pools. (5 copies)

TOWN OF MATTAPOISETT
BOARD OF APPEALS
APPLICATION FOR SPECIAL PERMIT OR VARIANCE

DATE _____

TO: Barbara A. Sullivan, CMC/CMMC
Town Clerk
16 Main Street, PO Box 89
Mattapoissett, Ma 02739

1. Name & Address of Applicant: _____

2. Telephone Number Home: _____ Business: _____

3. Property Owner: _____

4. Location of Premises

a. Street and Number _____

b. Plot _____ Lot(s) _____ Sub Lot(s) _____

c. Dimensions of Lot _____

d. Area _____ See Attached Plan
Frontage _____

e. Recorded in Plymouth Registry of Deeds Book _____
Page _____ or Document # _____

5. Current Zoning District in which premises is located: _____

6. List all structures on property, present use and year built:

7. Are you proposing a change in use? YES _____ NO _____
If yes, please describe : _____

8. Reasons for Petition or Variance:

- a. Use of land at variance with district requirements as stated in Section (s) _____ of By-Law and as provided by Sec 7.2.3
- b. Special Permits as provided by Section (s) _____ of By-Law and as provided by Sec. 7.2.2
- c. Special Permit/Variance required re: BOA Decision Dated _____
- d. Other

9. Please describe in detail the reasons for your request for a Special Permit or Variance: (attach additional sheets, if necessary)

Signed _____
 Legal Address _____
 Mailing Address _____

An application fee must accompany this filing as indicated below:

- a. Residential Use
 - Special Permit \$200
 - Variance \$300
- b. Commercial Use
 - Special Permit \$300
 - Variance \$350
- c. Comprehensive Permit \$5,000
 - 1 - 10 Acres \$7,000 ADDITIONAL
 - 11 - 20 Acres \$9,000 ADDITIONAL
 - 21 + Acres \$11,000 ADDITIONAL

Building Department Review **PRIOR** to filing with the Town Clerk's Office