

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

TO: Catherine L. Heuberger  
Town Clerk  
16 Main Street, PO Box 89  
Mattapoisett, MA 02739

DATE: \_\_\_\_\_

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: \_\_\_\_\_ (see attached plan)

d. Area: \_\_\_\_\_ Frontage: \_\_\_\_\_

e. Recorded in Plymouth Registry of Deeds;

Book #: \_\_\_\_\_ Page #: \_\_\_\_\_

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)

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Signed: \_\_\_\_\_

Legal Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

An application fee must accompany this filing as indicated below:

a. ☐ Residential Use, ☐ Variance \$300  
Special Permit \$200

b. ☐ Commercial Use, ☐ Variance \$350  
Special Permit \$300

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

ZONING BOARD OF APPEALS FEE SCHEDULE

MATTAPOISETT:

SPECIAL PERMIT RESIDENTIAL \$ 200.00

SPECIAL PERMIT COMMERCIAL \$ 300.00

VARIANCE RESIDENTIAL \$ 300.00

VARIANCE COMMERCIAL \$ 350.00

RESIDENTIAL & COMMERCIAL  
APPEAL \$ 300.00

COMPREHENSIVE PERMIT \$ 5,000.00 FILING FEE

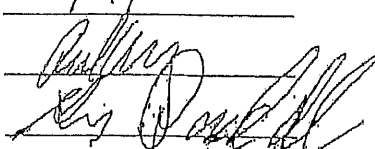
1 - 10 ACRES \$7,000.00 ADDITIONAL

11 - 20 ACRES \$9,000.00 ADDITIONAL

21 + ACRES \$11,000.00 ADDITIONAL

APPROVED:

Andrew J. Bobola  
Inspector of Buildings

9/14/10  
  
BOARD OF SELECTMEN

FEES EFFECTIVE 10/1/10

## 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 required to review the plans with the Building Inspector prior to filing the application.

**A. Application for Special Permits, Variances or Appeals (Original on bond paper 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. (7 copies)
2. Photographs of the property showing the existing structure.
3. Floor plans of the existing and proposed structures. (7 copies)
4. Elevations to scale of the proposed structure, including a designation of overall height. (7 copies)
5. Assessors Map (available from Board of Assessors. (7 copies)
6. Assessors field Card (available from Board of Assessors. (7 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 IV" 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 Districts.**

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, pump houses and other out buildings, walkways and paths that are not gravel, driveways, patios, basketball courts, tennis courts, and swimming pools. (7 copies)

TOWN OF MATTAPOISETT  
BOARD OF APPEALS  
PROCEDURAL RULES

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1. The Board will hold hearings on Appeals, having been properly advertised, on the third Thursday of the month. Special meetings may be held at other times at the call of the Chairman.
2. Residence Use Variance \$300.00; Special Permit \$200.00; Appeal \$300.00  
Commercial Variance \$350.00; Special Permit \$300.00; Appeal \$300.00  
Comprehensive Permit \$5000.00 Filing Fee; 1-10 acres 7000.00 Additional  
11-20 Acres \$9000.00 Additional  
21 + Acres \$11000.00 Additional  
Said fee schedule to be effective October 1, 2010
3. All petitions for variances or applications for special permits shall be submitted on the form entitled "Application for Special Permit or Variance". Such petition or application shall not be considered complete unless accompanied by all the information designated in the form entitled :instructions for Filing applications for Special Permits, Variances or Appeals" . In addition, the Board may require a report of a percolation test by the Board of Health, a transcript of actions of denials of other boards of State agencies, or any other pertinent material necessary to consider the petition of application.
4. The hearings are open meetings to any interested parties. Applicant should be present at the hearing or be represented by counsel or a representative designated by him.
5. The hearings shall be conducted by the Chairman or any other member designated by him to serve in his absence. The hearings shall not be subject to Rules of Evidence and be conducted informally.
6. Notice of the decision of the Board will be mailed after the conclusion of the hearing.
7. All petitions for appeal shall be submitted on the form entitled "Application for Appeal". Such petition shall not be considered complete unless accompanied by all the information designated in the form entitled: instructions for Filing Applications for Special Permits, Variances or Appeals: In addition, the Board may require a report of a percolation test by the Board of Health, a transcript of actions or denials or building permits, or actions of other boards of state agencies, or any other pertinent material necessary to consider the appeal.
8. The Chairman is authorized to confer with Town Counsel or such other persons, as he deems necessary to prepare the written decisions of the Board.
9. The rules may be amended, deleted or added to by majority vote of the Board at any time.

Mattapoisett Board of Appeals