

ZONING BOARD OF APPEALS

WINCHENDON, MASSACHUSETTS



Application for SPECIAL PERMIT

Two checks: Town of Winchendon \$ _____ Winchendon Courier \$ _____

Tax Certification

Pursuant to the provisions of Massachusetts General Law, Chapter 40, Section 57, the Town Bylaw, Licenses and Permits of Delinquent Taxpayer, Section 1: "Any Board...shall deny application...for any person, corporation, or business enterprise who has neglected to pay any local taxes, fees, assessments, betterments, or any municipal charge." **Certification must be obtained from the Town Treasurer on this form before it is submitted to the Zoning Board of Appeals. The Treasurer has up to ten (10) days to complete this certification process.**

I hereby certify that the applicant or the owner of record owes no debt to the Town of Winchendon for a period of time greater than twelve (12) months.

(Town Treasurer)

(Date)

Date _____

Book _____ Page _____

Location _____

Map _____ Parcel _____

Owner's name _____

Lot size _____

Address (if different) _____

Zone _____

Applicant's name _____

Proposed bldg. % of lot _____

(if different than owner)

(see Building Inspector)

Address _____

Applicant's tel. # _____

Special Permit Request

This application is a request to the Zoning Board of Appeals of Winchendon for a Special Permit under the provisions of Article ____ Section ____ of the Winchendon Zoning Bylaws.

Brief description of proposed use: _____

Eight (8) copies of this application must be accompanied by 8 copies of the following:

- (a) Sketch plan (see attached instructions)
- (b) Any supporting information and data the applicant feels will support their application.
- (c) Letter of denial/explanation from the Building Inspector.

The application must also be accompanied by the appropriate application fee and Winchendon Courier advertising fee.

Application certification and signature

I hereby certify that the information provided in this application and the accompanying drawing(s) of the property as well as any supporting data are accurate, true, and correct to the best of my knowledge and belief.

Signature of Applicant (or their representative)

Date

The original of this form is to be filed with the Town Clerk.

This application will not be considered complete until all of the above information is provided.

Rev. 10/17/01

Instructions for Applicants
seeking a
SPECIAL PERMIT
from the
ZONING BOARD OF APPEALS

1. Fill out the Application for Special Permit.
2. Complete your sketch plan. See instructions attached to the application.
3. Submit your application to the Town Treasurer for tax certification. Please be aware that the Town Treasurer has up to ten (10) days to complete the certification.
4. Submit eight complete copies of your application and plan to the Town Clerk and pay the application and advertising fees. The Town Clerk will give you a receipt for your plans if you request one.
5. The Zoning Board has 65 days from the date certified on your application (by the Town Clerk) to hold a public hearing on your application. You will be notified by mail of the hearing date, place and time (Notice of Public Hearing). Plan to attend that hearing to present your application to the Board. (You are ~~ab~~ entitled to be represented by an agent or attorney if you so choose.)
6. The Zoning Board will close the public hearing when they are satisfied that they have sufficient evidence, information, testimony, etc. upon which to make their decision.
7. The Zoning Board has 90 days from the day they close the hearing to make a decision on your application.
8. When the Board makes its decision, they will forthwith send you a Notice of Decision in the mail informing you of their action.

9. Within 14 days of the date the Board makes its decision, the Board must compile a Detailed Record/ Decisions form and a Notice for Recording and file them both in the Town Clerk's office. These documents will remain in the Town Clerk's office for a 20-day appeal period, during which time, anyone aggrieved by the Board's decision may file an appeal.

10. When the 20 days have passed, and if no one has filed an appeal, you will receive a copy of both documents referred to in #9. You will be required to record the Notice for Recording in the Worcester Registry of Deeds before the special permit becomes effective.

11. The special permit shall lapse if not exercised after 24 months from the date of filing with the Town Clerk. "Exercised" is defined as having obtained any necessary building or other permits and having begun the use of or construction.