



Winchendon Planning Board

Town Hall, 109 Front Street, Winchendon, MA 01475

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Instructions for Reduced Frontage Lot Special Permit

This is a zoning provision that allows limited development of lots with deep back land and less than the required frontage. These lots are allowed in the residential "R" districts only and may only be used for one single family residence per lot. Reduced frontage lots can only be created from lots of record that were in existence prior to December 31, 1987.

To create a reduced frontage lot, you will need to get a special permit from the Planning Board by doing the following:

1. Review section 4.4 of the *Winchendon Zoning Bylaw*. The standards for reduced frontage lots, e.g. lot size, amount of frontage required, etc. and the driveway standards are described there. Your proposed plan must meet these standards in order for the Planning Board to consider granting your permit.
2. Have a plan prepared by a registered professional surveyor or engineer showing the lot and residual land. The *plan* must comply with the requirements of Sections 2.012 through and including 2.01212 of the *Rules and Regulations Governing the Subdivision of Land in Winchendon, MA*.
3. Fill out the "Application For a Reduced Frontage Lot Special Permit" and submit it to the Town Treasurer for tax certification. Bear in mind that the Town Treasurer has up to ten (10) days to complete your certification. After you receive your tax certification, file your application with the Town Clerk along with the original copy (mylar) of the proposed plan, five (5) copies of the plan, a filing fee of \$50.00 and an advertising fee of \$84.00 (made payable to the *Winchendon Courier*).
4. The Town Clerk will stamp the date of receipt on the application and give you a receipt for your plans, if you so desire.
5. You will be notified by the Planning Board of the date of the public hearing at which your application will be reviewed. Your hearing will be held within 65 days of the date that you have filed your application with the Town Clerk. It is in your best interest to attend that hearing.
6. Be aware that all of the property owners who abut your property will also be notified of this hearing. They may also be attending your hearing with comments and concerns regarding your proposal. It is always wise to approach your neighbors before your hearing so as to be aware of their concerns and to be able to address them efficiently.
7. During the hearing, the Planning Board will review your application and plans using a checklist and they will also listen to the comments and questions that may be

posed by interested persons who may be present at the hearing. The Board may have to continue the hearing until they have all of the information they need to make their decision, including time to make a site visit of the property to be divided, at which time they will close the hearing. Within 90 *days* of the date the Planning Board closes the hearing, the Planning Board must make a decision on your application and notify you of it.

8. In making their decision, the Planning Board must find that (a) the standards in Section 4.4 of the Winchendon Zoning Bylaw have been met; (b) adequate access to the lot is provided; and (c) public safety, including that of the lot inhabitants, is protected.

9. The Board's decision is put in writing (*Notice of Decision*) after they make it, and a copy is sent to you in the mail. The Board then must make a *Detailed Record/Decision* document and a *Notice for Recording*, both of which are filed in the Town Clerk's office within 14 days of the date they made their decision.

10. There follows a 20-day appeal period. If no one appeals the Board's decision, your special permit will be certified by the Town Clerk and a copy of it will be mailed to you. The certified *Notice for Recording* must be recorded in the Worcester County Registry of Deeds before your special permit becomes effective.

11. Your special permit will lapse (expire) if not exercised within two years of the date of filing of the permit with the Town Clerk by the Planning Board.