



ZONING BOARD OF APPEALS

TOWN OF WEBSTER
350 MAIN STREET
WEBSTER, MASSACHUSETTS 01570
(508) 949-3800 ext 1002
planning@webster-ma.gov
www.webster-ma.gov

**ZONING BOARD OF APPEALS
APPLICATION SUBMISSION REQUIREMENTS**

VARIANCE

Submission – All submissions must adhere to the requirements of the Town of Webster Zoning By-Law. Please note that the fee schedule has been adjusted to reflect updated pricing for peer review, abutter notification and legal advertising fees. Please refer to the most recent fee schedule to calculate all fees.

Required Submission Materials:

1. **Application Form** –including all required signatures. Please make sure you reference all applicable sections of the Zoning By-Law that pertain to your application.
2. **Project Description / Narrative** – Optional but helpful.
3. **Deed** – must include reference to Worcester District Registry of Deeds Book and Page Number.
4. **Plot Plan**
5. **Certified Abutters List** –Contact the Assessor’s Office.
6. **Fees** – includes all applicable fees outlined on the Fee Schedule. One check for all fees may be submitted.
7. **Additional Materials as Needed to Support the Application.**
8. **Copies Required** – Two (2) complete sets of all documentation. In addition, large projects may be required to submit all documentation in PDF format.

Additional information and guidance can be found on the Planning Board web page at www.webster-ma.gov. Please contact the Planning Department if you have any questions. Thank you.



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VARIANCE - APPLICATION

DATE: _____

APPLICANT NAME: _____

Full Address: _____

Phone: _____ Email: _____

Contact Person's Name: _____

Phone: _____ Email: _____

PROPERTY OWNER(S) NAME: _____

Full Address: _____

Phone: _____ Email: _____

Deed recorded in the Worcester District Registry of Deeds: Book _____ Page _____

SITE INFORMATION:

Address or General Property Description: _____

Assessor's Map / Lot(s) and lot size of each: _____

List all **current uses** on the site:

Briefly describe your project (attach additional pages if necessary): _____

ZONING INFORMATION

Which zoning district(s) and other types of districts is the property located in? See the Town of Webster Zoning Map. Check all that apply.

- | | |
|---|--|
| <p>_____ Single Family Residential (SFR)</p> <p>_____ Agricultural Single Family Residential (ASFR)</p> <p>_____ Multiple-Family Residential (MFR)</p> <p>_____ Business District with Sewer (B4)</p> <p>_____ Business District without Sewer (B5)</p> <p>_____ Gore Business District (B5A)</p> | <p>_____ Industrial (IND)</p> <p>_____ Lake Residential (LR)</p> <p>_____ Floodplain</p> <p>_____ Conservation (CD)</p> <p>_____ Lake Watershed Protection (LWP)</p> <p>_____ Redevelopment Overlay District</p> |
|---|--|

Requested Variance(s): Please identify each section of the Zoning By-law that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

_____ 650-12D: Table of Dimensional Regulations – check all that apply; fill in information for all lot and setback items.

	Required	Proposed
Minimum Lot Area		
Minimum Lot Frontage		
Setback – Front Yard		
Setback – Rear Yard		
Setback – Side Yard - 1		
Setback – Side Yard - 2		

- _____ Irregularity – Minimum
- _____ Floor Area Ratio Required: _____ Proposed: _____
- _____ Maximum Building Height Required: _____ Proposed: _____

- _____ 650-21: Lake Residential – Dimensional Requirements
- _____ 650-24: Redevelopment Overlay District – Dimensional Requirements
- _____ 650-32: Frontage – Dimensional Requirements
- _____ 650-34: Transition between Districts – Dimensional Requirements
- _____ 650 – Article IX: 55 and Over Communities – Dimensional Requirements
- _____ OTHER: _____

Massachusetts State law (MGL Ch. 40A) specifies that the ZBA must find that all four criteria are met in order to be authorized to grant a variance.

1. **Unique Site Conditions:** Describe the circumstances relating to *the soil conditions, shape or topography which especially affect the land or structure (s)* in question, but which do not affect generally the Zoning District in which the land or structure is located that would substantiate the granting of a variance.

2. **Hardship:** Describe how the literal enforcement of the provisions of the zoning ordinance relating to the circumstances especially affecting the land or structure in question would involve *substantial hardship, financial or otherwise*, to the petitioner. (Note that #2, hardship, must relate to the circumstances of the lot described in #1. For example a stone outcrop prohibits development consistent with zoning.)

3. **Public Good:** Describe how desirable relief may be granted *without substantial detriment to the public good*.

4. **Zoning:** Describe how desirable relief may be granted *without nullifying or substantially derogating from the intent or purpose of the zoning ordinance* of the Town of Webster.

REQUIRED SIGNATURES

- Please Note: Both required signatures #1 and #2 must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

1. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:

Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT AND OWNER(S)** named above, hereby applies for approval of a Variance by the Zoning Board of Appeals and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete.

Applicant’s Signature _____ Date: _____

Property Owner’s Signature _____ Date: _____
(If Not Applicant)



2. REQUIRED SIGNATURE: TAX COLLECTOR

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.
Please make arrangements to pay all outstanding bills at the Tax Collector’s Office.*

Tax Collector’s Office – Name (Please Print)	Initial	Date



*Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.
Incomplete applications will cause delays in processing.*

Town Clerk Signature	Date Received	Time Received



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ZONING BOARD OF APPEALS

FEE SCHEDULE

All fees are non-refundable.

All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.

Modifications: Applications for modifications to previously approved permits must follow the same fee schedule.

** All Checks to be made payable to the "Town of Webster" **

SPECIAL PERMITS AND VARIANCES

• **Single Family House**

Application Fee \$300.00

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office

• **Multi-Family (2 units to 6 units)**

Application Fee \$400.00 + \$50.00 per unit

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office

• **Commercial**

Application Fee \$200.00 + \$750.00 per business unit

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office

• **Industrial**

Application Fee \$200.00 + 750.00 per business unit

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office

APPEALS

Application Fee \$200.00

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office