

Town of Webster Zoning Board of Appeals
**Application Procedure for
Appeal / Variance / Special Permit**

Please submit the original and nine copies of the application, plot plan, deed, and letter of denial to the Town Clerk.

Appeal Procedure

The following documents must be submitted along with the application form as part of the application. Incomplete applications will be returned to the petitioner.

- A copy of the decision that is being appealed.
- Two checks made payable to the Town of Webster according to the attached Fee Schedule
- You may also include any documents that you feel will support your position regarding this appeal.

Variance Application

The following documents must be submitted along with the application form as part of the application for a variance. Incomplete applications will be returned to the petitioner.

- Plot Plan: A detailed, professionally drawn and stamped plan showing existing structures and proposed changes. Dimensions and distances from property lines must be noted on the plan. Parking spaces, location of well, septic tank, and leaching area should be included on the plan, if applicable. (See attached sample.)
- A Copy of the Deed to the Property: If the applicant is not the owner of the property, he/she must provide the Zoning Board of Appeals with some type of assurance that he/she has the authority to act on behalf of the owner of the property (i.e., power of attorney) or show control of the property (i.e., agreement to purchase).
- Two checks made payable to the Town of Webster according to the attached fee schedule.
- A Letter of Denial from the Building Inspector/Zoning Agent. The applicant must present the proposed plans to the Building Inspector/Zoning Agent for review. The Building Inspector/Zoning Agent will issue a letter describing the nature of the relief requested from the Town of Webster Zoning Bylaw.

Special Permit Application

The following documents must be submitted along with the Special Permit Application form as part of the request for a Special Permit. Incomplete applications will be returned to the petitioner.

- Plot Plan: A detailed, professionally drawn and stamped plan showing existing structures and proposed changes. Dimensions and distances from property lines must be noted on the plan. Parking spaces, location of well, septic tank, and leaching area should be included on the plan, if applicable. (See attached sample.)
- A Copy of the Deed to the Property: If the applicant is not the owner of the property, he/she must provide the Zoning Board of Appeals with some type of assurance that he/she has the authority to act on behalf of the owner of the property (i.e., power of attorney) or show control of the property (i.e., agreement to purchase).
- Detailed explanation of the use or change of use for which you are applying.
- Two checks made payable to the Town of Webster according to the attached fee schedule.
- A Letter of Denial from the Building Inspector/Zoning Agent. The applicant must present the proposed plans to the Building Inspector/Zoning Agent for review. The Building Inspector/Zoning Agent will issue a letter describing the nature of the relief requested from the Town of Webster Zoning Bylaw.

Once a completed application is received, the Zoning Board of Appeals Clerk will set a date for the public hearing. The clerk will notify you and the abutters (within 300 feet) of the hearing date. A legal notice concerning the public hearing must be published in a local weekly newspaper for two consecutive weeks.

Commonwealth of Massachusetts
Town of Webster
Appeal / Variance / Special Permit Application

Petitioner: _____

Address: _____

To the Zoning Board of Appeals:

The undersigned hereby petitions the Webster Zoning Board of Appeals to vary the terms of the Zoning By-Laws of the Town of Webster Acts of 1969 at the following location:

Location: _____

In the following respect: _____

or any limitation, extension, change, alteration or modification of use, or method of use as may at hearing appear as necessary or proper in the premises.

Assessors Map Number: _____ Parcel/Lot Number: _____

Registry of Deeds: County: _____ Book: _____ Page: _____

State briefly reasons for **Appeal** ___ **Special Permit** ___ / **Variance**___ (check):

Have you ever applied for a Variance or Special Permit? _____

If so, Date: _____ Property Location: _____

The Statements furnished above are true to the best of my/our knowledge and belief.

Dated this _____ day of _____, _____

Received Date: _____ Time: _____

Town Clerk

Rec Received Date: _____ Time: _____

Zoning Board of Appeals Clerk