



**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**

**ZONING BOARD OF APPEALS  
 APPLICATION SUBMISSION REQUIREMENTS  
 VARIANCE / SPECIAL PERMIT / APPEAL**

**Pre-submission Review** – 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.

**Submission:** All application materials must be presented in a complete packet at the time of submission to the Town Clerk.

**Notification to Abutters** – mailing fees for two notifications to abutters are included as part of the application fee. The Planning Department will process all mailings.

**Public Hearing** – The Petitioner and / or Property Owner must be present at the hearing to discuss the Application.

**Required Submission Materials:**

1. **Application Form** –including all required signatures.
2. **Zoning Determination** – Correspondence from the Building Commissioner which establishes basis for permit sought.
3. **Project Description / Narrative** – detailed explanation of request.
4. **Deed** – must include reference to Worcester District Registry of Deeds Book and Page Number.
5. **Plot Plan**
6. **Certified Abutters List** –obtained from the Assessor’s Office
7. **Fees** – includes all applicable fees outlined on the Fee Schedule. One check for all fees may be submitted.
8. **Additional Materials as Needed to Support the Application.**
9. **Copies Required** – Nine (9) packets of all materials are required.

Webster Town Hall is open as follows:

Monday ..... 8:00 a.m. to 7:00 p.m.  
 Tuesday through Thursday..... 8:00 a.m. to 4:00 p.m.  
 Friday ..... 8:30 a.m. to 12:00 p.m.

Please contact the Planning Department if you have any questions. Thank you.



# TOWN OF WEBSTER

350 Main Street, Webster, MA 01570  
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## ZONING BOARD OF APPEALS

### FEE SCHEDULE

**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.**

The following schedule applies to applications made to the Webster Zoning Board of Appeals as set forth below. This schedule supersedes all previous schedules and any listings that may have been compiled from time to time for the benefit of applicants.

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

**Fees** – All application fees are non-refundable.

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

- **Single Family House**

Application Fee ..... \$300.00  
Legal Advertising Fee..... \$85.00

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

Application Fee .....\$400.00 + \$50.00 per unit  
Legal Advertising Fee..... \$85.00

- **Commercial**

Application Fee .....\$200.00 + \$750.00 per business unit  
Legal Advertising Fee..... \$45.00

- **Industrial**

Application Fee .....\$200.00 + 750.00 per business unit  
Legal Advertising Fee..... \$85.00



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**ZONING BOARD OF APPEALS**

**APPLICATION**

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

**APPLICATION TYPE:** Please indicate the type of relief you are seeking and other information as requested:

Variance \_\_\_\_\_ Special Permit \_\_\_\_\_ Appeal \_\_\_\_\_

If you are applying for a Modification, please list date of the original Approval: \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SITE INFORMATION:**

Address or General Property Description: \_\_\_\_\_

Zoning District \_\_\_\_\_ Assessor's Map / Lot(s) \_\_\_\_\_

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

State briefly the reasons for Application: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To be filled out only if you are applying for a Variance – otherwise skip to Page 3.**

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.

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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.)

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

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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.

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**REQUIRED SIGNATURES – All must be provided**

The undersigned, being the **PETITIONER AND OWNER(S)** named above certifies that, to the best of the PETITIONER'S knowledge and belief, the information contained herein is correct and complete.

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

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if not Applicant) \_\_\_\_\_ Date: \_\_\_\_\_

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1. To be completed by the **Board of Assessors**: The Office of the Board of Assessors verifies that the Applicant and/or their agent received the necessary documentation to work with the Tax Collector to verify tax status.

\_\_\_\_\_  
Assessor's Office – Name (Please Print)                      Initial                      Date

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2. 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

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3. To be completed by the **Town Planner** who verifies that the application packet is ready for submission to the Town Clerk.

**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.**

\_\_\_\_\_  
Town Planner – Name (Please Print)                      Initial                      Date

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Submission to the Town Clerk must contain all required signatures.

\_\_\_\_\_  
Town Clerk Signature                      Date Received                      Time Received