



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**

SPECIAL PERMIT or MODIFICATION OF SPECIAL PERMIT

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. **Site Plan Review Application Packet** – if required. Please refer to Sections 650:53 – Site Plan Review: Applicability and Section 650:54E – Site Plan Review: Relationship to Other Permits & Approvals.
3. **Project Description / Narrative** – Optional but helpful.
4. **Certified Abutters List** –Contact the Assessor’s Office
5. **Fees** – includes all applicable fees outlined on the Fee Schedule. One check for all fees may be submitted. Fees are non-refundable.
6. **Additional Materials as Needed to Support the Application.**
7. **Copies Required** – Two (2) complete sets of all documentation. In addition, large projects may be required to submit all documentation in PDF format. See Site Plan Approval Application check list for copies required as part of that submission.

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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**SPECIAL PERMIT or
 MODIFICATION OF SPECIAL PERMIT APPLICATION**

DATE: _____

APPLICATION TYPE: Please indicate the type of permit you are seeking?

New Permit: _____ Modification: _____ Date of Original Permit: _____

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:

Street Address of Property(s) _____

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

State briefly the reasons for Application: _____

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.

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

CURRENT AND PROPOSED USE(S)

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

Proposed Use(s): The following list represents all sections of the Zoning By-Law in which the Zoning Board of Appeals is the Special Permit Granting Authority. Please identify each section that applies to your Application. Check all that apply. (See the Town of Webster Zoning By-Law, Chapter 650). Attach additional materials if necessary.

- | | |
|---|---|
| <input type="checkbox"/> 650-12C: District Regulations | <input type="checkbox"/> 650-21: Lake Residential |
| <input type="checkbox"/> 650-15: Agricultural Single Family Residential | <input type="checkbox"/> 650-23: Conservation |
| <input type="checkbox"/> 650-16: Multiple-Family Residential | <input type="checkbox"/> 650-28: Existing Buildings |
| <input type="checkbox"/> 650-17: Business District with Sewer | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> 650-18: Business District without Sewer | _____ |
| <input type="checkbox"/> 650-19: Gore Business District | _____ |
| <input type="checkbox"/> 650-20: Industrial | _____ |

Does your Application require Site Plan Review? (see Section 650 – Article VII: Site Plan Review for criteria):

- Yes (if so, please submit a Site Plan Approval application in conjunction with this application. Site Plan Approval application packets can be found on the Zoning Board of Appeals and Planning Board webpages.)
- No



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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