

TOWN OF SPENCER  
Office of Development & Inspectional Services



Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Health

Application for  
Special Permit, Variance  
or Appeal

Memorial Town Hall  
157 Main Street  
Spencer, MA 01562

Tel: 508-885-7500 ext. 180  
Fax: 508-885-7519

Town Planner  
Inspector of Buildings  
Health Agent  
Wetland/Soil Specialist

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Name of Owner (s): \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Application for:  Special Permit  Variance  Appeal of Decision by: \_\_\_\_\_

Applicable Zoning Bylaw Section: \_\_\_\_\_

(See Zoning Bylaw for appropriate section numbers and section 7.2 Special Permits/7.3 Variance requirements)

Are you filing under the 1985 Zoning Bylaw?  Yes  No If yes, attach an explanation of why and by what zoning freeze mechanism.

Location of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Spencer Assessor's Tax Map Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Deed Reference – Worcester Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Brief description of the application

Check here if additional pages attached to provide more detailed information.

Applicant's signature: \_\_\_\_\_

Owner's signature (s): \_\_\_\_\_

Note: All affected owners must sign the application

\_\_\_\_\_

Date: \_\_\_\_\_

Town Clerk's Date Stamp:

  
  
  
  

Checked by:

Date:

Official Use Only:

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Zoning Board of Appeals  Planning Board

Date(s) of Public Hearing (s): \_\_\_\_\_

**TOWN OF SPENCER**  
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*Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Health*

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**REQUIREMENTS TO APPLY  
FOR A SPECIAL PERMIT  
OR VARIANCE**

*Memorial Town Hall  
157 Main Street  
Spencer, MA 01562*

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1. Complete application form signed by applicant and all owners.
2. Copy of legal description of property (narrative from Registry of Deeds). Description must include accurate and current owner's deed book and page reference – Not Plan Book.
3. List of abutters from Town Assessors office.
4. Seven copies of registered plot plan or site plan which is stamped and certified by a civil engineer or land surveyor, if necessary. Any application involving variation to any dimensional or design requirement must include a plot plan. (e.g. setbacks, buffers, parking, frontage, lot size, etc.) Plan must include parking facilities if appropriate.
5. Letters of support from applicable town departments, if desired.

Submit with a check made payable to the Town of Spencer for the application fee to ODIS, where the application will be checked by staff prior to submission to the Town Clerk's office. The application will then be date-stamped by the Town Clerk's office. Additional fees may be required by the ZBA if a professional review is deemed necessary.

See Section 7.2 for requirements for a special permit and/or Section 7.3 for requirements for a variance. Variances are very difficult to obtain since certain criteria must be met, including proof of hardship.

After your application has been accepted you will receive a notice informing you of when your hearing is scheduled; you or a representative must be present at this hearing.

Within 14 days of the decision, it will be filed with the Town Clerk's office and the 20 day appeal period required by MGL Ch. 40A sec 17 will commence. After the appeal period, if no appeals have been filed the original decision will be mailed to you and you must then record it at the Worcester District Registry of Deeds.