

TOWN OF SPENCER

Office of Development & Inspectional Services



Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Application for Special Permit or Appeal

Memorial Town Hall
157 Main Street
Spencer, MA 01562

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

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

Name of Applicant: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____ Other Phone: _____

Email Address: _____

Name of Owner (s): _____ Address: _____

TAX COLLECTOR SIGNATURE (*confirms taxes, liens, etc have been paid*): _____ DATE _____

Application for: Special Permit Appeal of Decision by: _____

Applicable Zoning Bylaw Section: _____

(See Zoning Bylaw for appropriate section numbers and section 7.2 Special Permits)

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:

Official Use Only:

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

Zoning Board of Appeals Planning Board

Date(s) of Public Hearing (s): _____

Checked by:

Date:

REQUIREMENTS TO APPLY FOR A SPECIAL PERMIT

- 1. If denied by the Building inspector; reason and/or denial form with signature by the Building Inspector.**
- 2. Complete form of petition to the Board of Appeals (must be signed by the Building Inspector).**
- 3. 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.**
- 4. Brief (short narrative of what will be done). Must show accurate measurements of all lot lines of proposed project.**
- 5. List of abutters from Town Assessors office.**
- 6. Copy of registered plot plan which is stamped and certified by a civil engineer, if necessary.**
- 7. Letters of support from applicable town departments, if necessary.**
- 8. Parking plan, if necessary.**
- 9. Zoning district must be entered on the petition.**
- 10. For Special Permits, Tax Collector Sign off for taxes, liens, etc are paid**

Submit six (7) copies, plus the originals, the applicable fee, and abutters list. The fee covers the cost of the public hearing, advertisement, and notification to abutters.

A copy of the Zoning By-laws is on our webpage www.spencerma.gov or may be obtained from the Town Clerk for a fee.

If all information is not available for the hearing, an additional \$25.00 fee may be required for a continuance.

Additional fees may be determined by the ZBA if a professional finding is deemed necessary (i.e. third party review, etc.)