

Town of Spencer, Massachusetts

Office of Development & Inspectional Services

*Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health*

*Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist*



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

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

ZBA Abutter Notifications Procedure

Notification of abutters will be the responsibility of the applicant and falls under Massachusetts General Laws Chapter 40A, Section 11, using Certified Mail. In order, to receive abutters list you must contact the Town of Spencer's Assessors Department at 508-885-7500 ext. 165, the abutters list is a range of 300 feet from the map and parcel number, plus mailings to surrounding towns, and the Town of Spencer. **The receipt of the Certified mailing must be saved and submitted to the Office of Inspectional Services as proof of notification.**

Surrounding Town Hall addresses:

Town Hall Zoning Board of Appeals 37 Main Street Charlton, MA 01507	Town Hall Zoning Board of Appeals 122 Connie Mack Drive East Brookfield, MA 01515	Town Hall Zoning Board of Appeals 3 Washburn Square Leicester, MA 01524
Town Hall Zoning Board of Appeals 20 Memorial Drive New Braintree, MA 01531	Town Hall Zoning Board of Appeals 215 North Main Street North Brookfield, MA 01535	Town Hall Zoning Board of Appeals 2 Coldbrook Road Unit 1 Oakham, MA 01068
Town Hall Zoning Board of Appeals 697 Pleasant Street Paxton, MA 01612	Town Hall Zoning Board of Appeals 157 Main Street Spencer, MA 01562	

It is extremely important that notices are not sent until the application is submitted to the Zoning Board of Appeals so a meeting date and time can be added to the notice.

Should you have any questions or concerns please contact our office at 508-885-7500 ext. 180.

NOTIFICATION TO ABUTTERS

**A Special Permit application has been filed with the
Town of Spencer Zoning Board of Appeals**

Applicant: _____

Owner: _____

Location of Property:

Street Address: _____ **Spencer, Massachusetts, 01562.**

Assessors Map Number: _____ **Parcel Number:** _____ **Zoning District:** _____

The work proposed is: (General Project Description)

Applicable Zoning Bylaw Section: _____

Copies of the application materials may be examined at the Spencer Office of Inspectional Services, Memorial Town Hall, 157 Main Street, Spencer, Massachusetts on Monday through Wednesday 7:30AM and on Thursdays from 7:30-12PM, closed on holidays.

Copies of the Application materials may be examined at the town website at the following address:
<https://www.spencerma.gov/zoning-board-appeals> under "News + Announcements".

Or by calling (Name of person/organization/business) _____

(Phone number) _____ **between the hours of** _____ **and** _____

A PUBLIC HEARING on this application will be held at a meeting of Spencer Zoning Board of Appeals at McCourt Social Hall of Memorial Town Hall, 157 Main Street, Spencer, MA,

DATE OF MEETING: _____ **TIME** _____

Notice of the Hearing, including its date, time and place will be published at least eighteen (18) business days in advance of the Hearing in the Spencer New Leader AND posted in Spencer Town Hall not less than 11 days in advance.