

Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

TOWN OF SPENCER

Office of Development & Inspectional Services



Application for Special Permit or Appeal

Memorial Town Hall
157 Main Street
Spencer, MA 01562

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: _____

Official Use Only:

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

☐ Zoning Board of Appeals ☐ Planning Board

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

Town Clerk's Date Stamp:

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.

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.)

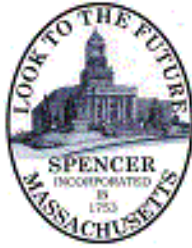
*** PLEASE SUBMIT A COPY OF THE APPLICATION WITH SUPPORTING DOCUMENTS TO: mgervais@spencerma.gov**

Town of Spencer, Massachusetts

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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.

***** SEE NEXT PAGE FOR ABUTTER NOTIFICATION TEMPLATE*****

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.