

## TOWN OF STURBRIDGE ZONING BOARD OF APPEALS

### REQUIREMENTS NECESSARY FOR PROPER FILING OF PETITION FOR ADMINISTRATIVE APPEAL:

1. A petition must be completed in **duplicate** and returned to the Zoning Board of Appeal's Office along with a check in the amount of \$85.00 payable to Town of Sturbridge for clerical services and other town expenses. A copy will be filed with the Town Clerk. The application form must contain complete information as requested on the petition form.
2. In all cases, it will be necessary to provide a boundary line survey of the property showing structures thereon and the proposed nonconforming structure.
3. The applicant must notify all abutters within three hundred (300) feet of the property as the names appear on the most recent tax list. The applicant must obtain the list from the Assessors Office. All notices must be sent via certified mail, at their expense and the return receipt cards must be provided to this office prior to the hearing, or they may be hand delivered the evening of the public hearing. The notice to abutters should be sent to coincide with the first publication date of the legal notice; in no case shall an abutter receive a notice less than fourteen days prior to the hearing.
4. The applicant is responsible for placing the legal advertisement in the Southbridge Evening News at their expense. The wording will be supplied by the Planning/Zoning department and must appear verbatim as worded. The advertisement must be published for two consecutive weeks with the first publication occurring no less than fourteen days before the day of the public hearing. The applicant will be responsible for providing proof of publication prior to the public hearing in which their application is heard.

### **CONDITIONS TO BE MET IN ORDER FOR AN APPEAL TO BE GRANTED:**

Any person aggrieved may file an appeal by reason of his/her inability to obtain a permit from any administrative official, or by any officer or board of the Town, or by any person aggrieved by any order or decision of the Board of Selectmen or other administrative official in violation of any provision of M.G.L., Ch. 40A, or of the Town of Sturbridge bylaw.

\*NOTE – It is recommended that the petitioner consult M.G.L., Chapter 40A and/or revised M.G.L., Chapter 40A as well as the Town of Sturbridge Zoning Bylaws.

**TOWN OF STURBRIDGE  
ZONING BOARD OF APPEALS**

**PETITION FOR AN ADMINISTRATIVE APPEAL**

The undersigned petitioner hereby petitions for An Appeal under M.G.L., Ch 40A, §10 as follows:

1.      Petitioner

Name: \_\_\_\_\_

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

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_  
\_\_\_\_\_ check here if you are the purchaser on a purchase and sales agreement.

2.      Owner, if other than petitioner:

Name: \_\_\_\_\_

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

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_

3.      Property:

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

Assessor's map # \_\_\_\_\_ lot # \_\_\_\_\_

Registry of Deeds where deed, plan, or both are recorded: \_\_\_\_\_

Deed Recording info, Book # \_\_\_\_\_ Page # \_\_\_\_\_

Plan recording: Plan # \_\_\_\_\_

Property is located in the \_\_\_\_\_ zoning district.

4. Nature of relief requested:

Relief from Article/Section/Decision \_\_\_\_\_

Which allows/does not allow \_\_\_\_\_ to permit

\_\_\_\_\_

Detailed explanation of request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Evidence to support grant of appeal to decision

Any person aggrieved may file an appeal by reason of his/her inability to obtain a permit from any administrative official, or by any officer or board of the Town, or by any person aggrieved by any order or decision of the Board of Selectmen or other administrative official in violation of any provision of M.G.L., Ch 40A, or of the Town of Sturbridge bylaw:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Because of the reasons set forth below, the appeal request can be granted without substantial detriment to the public good:

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Because of the reasons set forth below, the appeal requested can be granted without substantial derogation from the intent and purpose of the Zoning Bylaw/Ordinance:

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If someone other than Petitioner will represent the petitioner, said petitioner must designate such representative below:

Name of Representative: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Relationship of representative to owner or equitable owner: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to represent my interests before the Special Permit Granting Authority with respect to this Appeal Petition.

\_\_\_\_\_  
(Signed by petitioner)

I hereby certify under the pains and penalties of perjury that the information contained within this petition is true and complete.

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Signature of Petitioner

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Date

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Signature of Representative, if other than Petitioner

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Date