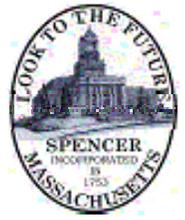


Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

TOWN OF SPENCER

Office of Development & Inspectional Services



Application for Special Permit, Variance 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: _____
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:

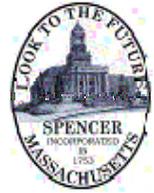
Official Use Only:

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

Zoning Board of Appeals Planning Board

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

TOWN OF SPENCER
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*

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

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

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

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.