

TOWN OF MONSON APPLICATION FORM

DIMENSIONAL / DENSITY VARIANCE _____ FINDING _____

SITE PLAN APPROVAL _____ SPECIAL PERMIT _____

(Check one of the above)

MONSON PLANNING BOARD _____

MONSON ZONING BOARD OF APPEALS _____

(Select the appropriate board)

NAME OF APPLICANT(S) _____ TELEPHONE NO: _____

ADDRESS: _____

OWNER OF PROPERTY & ADDRESS: _____

STATUS OF APPLICANT: _____ OWNER _____ CONTRACT PURCHASER _____ OTHER _____

PARCEL IDENTIFICATION: ASSESSORS MAP & PARCEL NO: _____

STREET ADDRESS: _____

SECTION OF ZONING BYLAW UNDER WHICH APPLICATION IS MADE _____

| COMPLIANCE WITH ZONING: | EXISTING | PROPOSED |
|---------------------------|----------|----------|
| USE OF STRUCTURE/PROPERTY | _____ | _____ |
| LOT SIZE | _____ | _____ |
| FRONTAGE | _____ | _____ |
| SETBACKS - FRONT | _____ | _____ |
| - REAR | _____ | _____ |
| - SIDE | _____ | _____ |

Narrative description of proposed work/project (use additional sheets if necessary)

State how work/proposal complies with appropriate criteria (use additional sheets if necessary)

DATE: _____ SIGNATURE OF APPLICANT (s) _____

Note: The Board will take no action on applications that are incomplete or that are not accompanied by a check for the filing fee. A complete submission is 10 copies of the completed application form and all documents, plans and sketches submitted.

TOWN OF MONSON

INSTRUCTIONS FOR FILING A PETITION FOR A
FINDING, SPECIAL PERMIT, VARIANCE OR
APPEAL OF A DECISION BY A TOWN BOARD OR OFFICER

The following is information that should be reviewed before submitting an application to the Monson Planning Board or the Monson Zoning Board of Appeals.

A complete submission is ten (10) copies of the completed application form and all documents, plans and sketches submitted and a check for the filing fee in the amount of \$250.00.

In some instances additional fees are required for a consultants review of the petition submitted.

The Monson Planning Board is the permitting Board for: Estate Lots and Communications Facilities.

The Monson Zoning Board of Appeals hears all petitions for: Dimensional & Density Variances, Appeals of a Decision by a Town Board or Officer and Special Permits other than those mentioned above.

Plan of Land to Accompany Application:

Plot plan must be drawn to scale and contain (a) dimensions of the lot, (b) location of all existing buildings and proposed changes (the plan must make all proposed changes clearly and easily identifiable), (c) setback of buildings from the front, side and rear property lines.

All plans submitted for a dimensional variance must be stamped and signed by a registered land surveyor.

All plans submitted for a special permit for an estate lot or communications facility must be stamped and signed by a registered land surveyor and where applicable a certified engineer.

All petitions submitted for a special permit for an accessory apartment must be accompanied by a notarized letter from the property owner(s) that they will occupy one of the dwelling units.

The respective Boards may require plans by a registered land surveyor and/or certified engineer or any additional information it may deem necessary to hear the petition.

Deed to Accompany Application:

A photocopy of the deed of ownership of the property.

Request for a Special Permit:

There is no "right" to a special permit. The Board may in appropriate cases and subject to appropriate conditions and safeguards grant to an applicant a special permit to make use of land or to erect buildings or other structures thereon. Applicants should be prepared to present data that tends to indicate the public convenience and welfare will be substantially served by granting the permission requested; that the permission requested will not tend to impair the status of the neighborhood; that the permission requested will be in harmony with the general purposes and intent of the Monson Zoning Bylaws.

Request for a Variance:

To be granted a variance a petitioner is required by state law to establish **ALL** of the following:

1. Circumstances exist that relate to the soil conditions, shape or topography of the land or structures and especially affect such land or structures, **BUT DO NOT** affect generally the zoning district in which it is located.
2. Literal enforcement of the by-law would involve substantial hardship, financial or otherwise.
3. Desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of the by-law.

Filing Applications:

Completed applications must be returned to the **TOWN CLERK'S OFFICE**.

Public Hearing:

Within 65 days of the receipt of a complete submission the respective Board will schedule a Public Hearing. The applicant will be notified of the date, time and place the public hearing is to be held. The applicant or his duly authorized agent must be present at the hearing.