



# TOWN OF WILBRAHAM

## Zoning Board of Appeals

240 Springfield Street

Wilbraham, Massachusetts 01095

Phone: 413-596-2800, Ext. 117

Fax: 413-596-9256

### INSTRUCTIONS FOR APPLICANTS

1. Application shall be made on the form provided by the Board of Appeals, in duplicate.
  2. Every application, when filed, shall be accompanied by eight (8) copies of a site plan, certified by a registered engineer or a land surveyor, which plan shall show **all existing** buildings and improvements on the land, setbacks, side yards, and rear yards, and also, **all proposed** buildings, proposed improvements, or additions to existing buildings, and all setbacks, side yards, and rear yards. If partition of land is proposed, a transparency and sepia may be required by the Planning Board. A north arrow must be shown on the plot plan.
- \*\*\*Applications must include a certified list of abutters within 300 feet of the property to which the application is pertaining. The request for this list must be made directly to the Assessor's Office by the Applicant for an additional fee.**
3. In non-residential districts, the plot pan will show all lot lines, location of buildings, parking lot area if any, appropriate elevations, storm drainage (if any), outdoor lighting, driveways, walks, utility locations and appropriate location of buildings with-in 100' of the site.
  4. With respect to permits for earth removal, said plan should show the specific boundary and dimensions of the removal site and the following:
    - A. Topography shall be at 5' contours at the area to be excavated and up to at least 100' beyond the perimeters of the area to be included and along all property lines.
    - B. 5' contours as proposed after completion of the operation
    - C. Topographical detail showing physical character of premises including proposed drainage and actual water flow.
    - D. Other information necessary to indicate the complete physical characteristics of the proposed operation as may be requested by the Board of Appeals.
  5. Because of advertising deadlines with the local newspapers, the Zoning Board of Appeals needs to receive your application no later than 30 days prior to the next scheduled public meeting.
  6. The Board of Appeals reserves the right to modify any of the forgoing regulations to any extent.



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### APPLICATION FOR HEARING

Date:

Name of Applicant or Appellant:

Street Address:

Telephone number:

Location of property:

Applicant is:

(owner, tenant, licensee, or prospective purchaser)

Nature of application or appeal:

Applicable section of Wilbraham Zoning By-Law:

Date of denial by Building Inspector-Planning Board:

I hereby request a hearing before the Permit or Special Permit Granting Authority with reference to the above noted application or appeal.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

### **Received from above applicant, the sum of \$75.00.**

There will be an additional charge for advertising the Legal Notice in a local newspaper and they will bill you directly. A postage invoice will be sent to you directly from the Zoning Board of Appeals. All abutters within 300' of the property will receive a copy of the Legal Notice and the Final Decision from the Zoning Board of Appeals.

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