



# OFFICE OF PLANNING & COMMUNITY DEVELOPMENT

## TOWN OF WILBRAHAM

240 Springfield Street, Wilbraham, Massachusetts 01095

413-596-2800 x203

planning@wilbraham-ma.gov

### Instructions for ZBA Applications

Please discuss your project with Planning Department staff prior to submittal to determine applicable requirements.

Applicants shall submit the following:

#### 1. Application Form (6 copies)

Application forms are available in the Planning Office and on the Zoning Board of Appeal's page on the Town website at [wilbraham-ma.gov](http://wilbraham-ma.gov). Attach additional pages as needed to adequately describe your project.

*[If the applicant is not the owner of the property, the owner must also consent to the application in writing.]*

#### 2. Certified Abutters List (1 copy)

Applications must include a certified list of abutters within 300 feet of the subject property, along with 2 sets of mailing labels (provided by the Assessor's Office). **The request for this list must be made directly to the Assessor's Office by the Applicant for an additional fee.**

#### 3. Site Plans (6 copies\*)

A. Site Plans 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. A north arrow must be shown on the plot plan

B. In non-residential districts, Site Plans certified by a registered engineer or a land surveyor in accordance with Section 13.3 of the Wilbraham Zoning By-Law (see following page).

C. For additional plan requirements for Earth Removal special permits, see following page.

\* Where large plans are used (such as 24" x 36"), please submit only 2 large copies, with the remainder submitted at 11" x 17" or 12" x 18"

#### 4. Fees

See **Zoning Board of Appeals Fee Schedule** for required Fee. Checks should be made out to the Town of Wilbraham. Separate charges for advertising costs are the responsibility of the applicant and must be paid prior to the public hearing.

#### 5. Digital/Electronic Submittal

All application materials (application form, plan, any other documents except the abutters list), **must be submitted electronically in .pdf format via email to [planning@wilbraham-ma.gov](mailto:planning@wilbraham-ma.gov) prior to paper submittal**, or on a USB drive submitted simultaneously with paper copies.

[All files should have logical file names that identify file contents (e.g. Mike's Sporting Goods Application Form 5-2023, Mike's Sporting Goods Site Plan 5-2023, etc.). If separate plan sheets are submitted as separate files, file names must be numbered so that electronic plans are in the same order as paper copies.]

#### Notes:

- Complete applications are due a minimum of 30 days prior to the next scheduled hearing date.
- The Board of Appeals reserves the right to modify any of the forgoing regulations to any extent.
- Where Drainage Report, Traffic Reports, or similar are required, only 2 copies are required.

## **Zoning Bylaw Site Plan Requirements**

### **13.3 SITE PLAN REQUIREMENTS**

Unless waived because of the scale or character of the development, site plans shall be prepared by a registered professional engineer, architect, landscape architect and/or land surveyor, and shall show, as a minimum:

- 13.3.1 The name and address of the project, date, north arrow, and graphic scale;
- 13.3.2 The name and address of the owner of record, developer, and seal of the engineer, architect, landscape architect and/or land surveyor;
- 13.3.3 The location and boundaries of the lot, easements, adjacent streets, ways, or other matters of record,
- 13.3.4 The location and names of owners of all adjacent properties within three hundred (300) feet of the property line;
- 13.3.5 Existing and proposed topography at two foot contour interval including the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features;
- 13.3.6 Existing and proposed buildings or structures, including dimensions, elevations, all exterior entrances/exits, and the approximate locations of existing buildings located on adjoining property within fifty (50) feet of the development site;
- 13.3.7 The location of parking and loading areas, driveways, walkways, access and egress points;
- 13.3.8 The location and description of all existing and proposed utilities, sewage disposal systems including percolation tests where necessary, water supply systems, surface water drainage systems, refuse and other waste disposal methods;
- 13.3.9 The location, dimensions, height and characteristics of proposed signs;
- 13.3.10 The location type and intensity of proposed and existing lighting;
- 13.3.11 Proposed landscaping features including the location and description of buffers, screening, fencing and plantings, including the size and type of plant materials;
- 13.3.12 Location and type of monumentation at property corners;
- 13.3.13 Zoning district boundaries, lot area, frontage, setbacks, and other zoning requirements;

### **Special Permits for Earth Removal**

With respect to permits for earth removal, site plans 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

WILBRAHAM ZONING BOARD OF APPEALS  
**APPLICATION FOR HEARING**

Date: \_\_\_\_\_

Application Type (*check one*):     Special Permit         Variance         Appeal

**Applicant:**

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is (*check one*):     owner         tenant         licensee         prospective purchaser

**Property Owner:**

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Location of Property (Address): \_\_\_\_\_

Assessors Parcel ID#: \_\_\_\_\_

Deed Reference (Book/Page) \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Nature of Application (be specific):**

*Include a detailed description of the proposed use(s) and structure(s), including the following information as applicable: nature of the proposed use, size of proposed structures, proposed hours of operation, # of employees, # of parking spaces, and other relevant information to clearly describe the proposed project.*

Applicable section of the Wilbraham Zoning By-Law: \_\_\_\_\_

Signed \_\_\_\_\_

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

Title \_\_\_\_\_