



TOWN OF SOUTHBOROUGH
BOARD OF APPEALS
SOUTHBOROUGH, MASSACHUSETTS 01772

9 CORDAVILLE ROAD
SOUTHBOROUGH, MASSACHUSETTS 01772-1662
508-485-0717 ext. 1

Zoning Board of Appeals
Nonconforming Use and/or Structure Application
Special Permit, Variance, & Appeal

Nonconforming Use and/or Structure Application Form
(Please answer all the following – use additional pages as necessary)

APPLICATION INFORMATION	
This Application is for (please check one):	
<input type="checkbox"/> Special Permit <input type="checkbox"/> Variance <input type="checkbox"/> Appeal from a decision of the Building Inspector/Zoning Officer	
Sections of the Zoning Bylaw Applicable to Application:	
PROPERTY INFORMATION	
Address:	Map/Lot:
Zoning District:	Book/Page:
Total Land Area:	Lot Frontage:
Present Use:	
Proposed Use:	
Assessed value of nonconforming structure:	Proposed cost of project:
<i>Check all applicable:</i>	
<input type="checkbox"/> 100' Wetland Buffer Zone <input type="checkbox"/> 200' Riverfront Area	
<input type="checkbox"/> Disturbing more than 1 acre <input type="checkbox"/> Flood Plain	
The Building Commissioner has determined that no exemptions outlined in 174-19 B (1)-(4) apply.	
Signature of Building Commissioner:	Date:

BUILDING COMMISSIONER REVIEW (OPTIONAL)	
To avoid project delays, this Application and all supporting documentation should be reviewed by the Southborough Building Commissioner prior to filing with the Town Clerk. Please drop off your application and supporting documentation to the Building Department, 9 Cordaville Road, at least 15 days prior to the filing deadline. Incomplete applications will not be signed by the Building Commissioner.	
This application has been deemed complete by the Southborough Building Commissioner.	
Signature of Building Commissioner:	Date:



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Town Clerk Filing Date

Hearing Date

PROPERTY OWNER/APPLICANT INFORMATION

The undersigned hereby certifies that they have read and examined this application, checklist, and the Board of Appeals Application Instructions and that the proposed project is accurately represented in this Application and supporting documentation, and hereby requests a hearing before the Board of Appeals with reference to the above application.

Applicant Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: **Owner** **Agent/Attorney** **Other (please explain):**

Applicant Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: **Owner** **Agent/Attorney** **Other (please explain):**

Property Owner Name (if different from applicant):

Address:

Phone:

E-Mail:

Signature:

Date:

Property Owner Name (if different from applicant):

Address:

Phone:

E-Mail:

Signature:

Date:

APPLICANT REPRESENTATIVES

Please list any Applicant Representatives who will be present for or will prepare materials for the public hearing(s):

Name	Role (e.g. attorney, architect, etc)	Address	Telephone Number

**NOTE: any such Applicant representatives whose statements or work product are presented to the Board must disclose the nature and extent of any personal interest (beyond payment of customary fees for their services) related to the Application.*

Checklist of Required Materials



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Information to be submitted with Application

- Application Fee:** Check payable to the Town of Southborough or online via ViewPoint
- Completed Nonconforming Use and/or Structure Application Form & Checklist**
- Project Narrative:** a thorough description of the existing conditions and/or use; the proposed changes; justification of the proposal; and any other relevant information that the Board may need in reviewing the application
- Existing Site Plan that includes the following:** location, square footage, and dimensions of lot and all structures on the property; height; setbacks of all such structures from the property lines; other relevant features such as driveways, parking, easements, streams, wetlands, wells, septic systems, etc. The plan must be prepared and stamped by a registered land surveyor.
- Proposed Site Plan that includes the following:** location, square footage, and dimensions of lot and all structures on the property; building elevations; setbacks of all such structures from the property lines; other relevant features such as driveways, parking, easements, streams, wetlands, wells, septic systems, etc. The plan must be prepared and stamped by a registered land surveyor.
- Building elevations:** show existing conditions and proposed changes drawn to scale. For anything other than one- and two-family residential developments, all architectural plans must be prepared by a registered architect.
- Cost Estimate for Proposed Project:** the cost of the proposed project shall not exceed 50% of the assessed value of the nonconforming structure at the time of application, and further provided that the estimate of the cost of any extension, alteration, reconstruction or structural change utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension, alteration, reconstruction or structural change based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals.
- Photographs:** current photographs of the subject property, illustrating the appeal point(s).
- Copy of the deed for the property:** can be obtained from the Worcester County Registry of Deeds.
- Certified list of abutters:** as obtained by the Assessor's office
- Electronic files:** to be submitted via ViewPoint, the online permitting software
- OPTIONAL:** Letters of support

Prepare the required documents as follows:

- Town Clerk Application Packet** – deliver to Town Clerk's Office, 17 Common Street
 - One (1) copy application form & checklist
 - One (1) copy of all required & supporting materials (plans no larger than 11"x17")
- Zoning Board of Appeals Packet** – submit on ViewPoint
 - Application fee (Checks made payable to the Town of Southborough)
 - One (1) copy application form & checklist
 - One (1) copy of all required & supporting materials (plans no larger than 11"x17")
 - One (1) copy of the Certified Abutters list as obtained from the Assessor's Office
 - One (1) legal ad form