

**TOWN OF NORTON ZONING BOARD OF APPEALS
PROCEDURE**

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING THE APPLICATION. DETAILED RULES AND REGULATIONS ARE AVAILABLE FROM THE TOWN CLERK'S OFFICE.

1. The application form **MUST BE COMPLETE**. Fill in all required spaces. State clearly what the requested variance/permit/appeal is for, the section of the Zoning By-law or Mass. General Laws the hearing is to consider, and the hardship incurred. The intent needs to be clear.
2. A certified list of names and addresses of all abutters, and abutters to abutters, within a 300' radius of all property lines, must be obtained from the Assessor's Office. There is a request form in this packet. This list must be included with your application.
3. A clear, comprehensive plan of the entire parcel, drawn to scale by a certified engineer, **MUST BE SUBMITTED** with your application showing exactly what the request is for and the exact dimensions involved.
4. Any Rejection Notice from the Building Inspector or Planning Board should also be included.
5. Seven copies of all of the above must be filed with the Town Clerk's office, together with the filing fee of \$80.00 for requests for Variance, Appeal or Section 6 Finding; \$150.00 for Special Permit; and \$300.00 for Comprehensive Permit. These should be prepared in 7 packets and each packet stapled together.
6. Applications will then be sent to the Zoning Board of Appeals. The Secretary to the Board will prepare the Notice of Public Hearing and will send it for publication, as required by law. A copy of the Notice will be sent to you, along with cost information detailed in #7 herein. The Notice will be mailed to all abutters listed in the application by certified mail, return receipt requested, as required by law.
7. You, as applicant, are responsible for the cost of both mailings (see #6 & #9 herein) and the cost of publication. The cost of mailings is currently \$5.03 per abutter, and the cost of publication will be approximately \$150.00. At the beginning of your hearing, you will be required to present two checks, one check payable to the Town of Norton for the mailings, and another check payable to the Sun Chronicle, the amount to be filled in at the time of your hearing.
8. Hearings will be held as scheduled in the Notice. Applicant and/or representative will be asked by the Chairman to explain to the Board what the request is, the hardship involved, and to answer questions. Anyone present, in favor of or in opposition to, will be asked to speak. After the public hearing is complete, the Board will discuss the request and make a decision on the application.
9. Within ten days after the hearing, a formal Decision will be prepared by the Secretary to the Board and filed with the Town Clerk's office. A copy of this Decision will be mailed to you and to the abutters. There is a 20-day appeal period from the date of said filing with the Town Clerk for anyone opposing a granted variance/permit/appeal. If no appeal is filed, a certified copy of the Decision must be obtained by applicant from the Town Clerk and recorded by you with the Registry of Deeds. The receipt from this recording must be brought to the Town Clerk and then to the appropriate office in order to become effective and for you to continue. If the variance/permit/appeal is denied, the applicant may file an appeal in Superior Court within the 20-day appeal period.
10. If you have any questions or problems with the application procedures, please contact Sue Tomase, Zoning Board of Appeals secretary, at 508-285-0278.

INSTRUCTIONS FOR FILLING OUT AN APPLICATION FOR VARIANCE / PERMIT / APPEAL

- STEP 1. Decide the purpose for your application and check one of the four.
Check: a) VARIANCE if you are applying for relief from a Zoning By-law requirement.
b) SPECIAL PERMIT if you are applying for special permit consideration for.
c) Section 6 Finding.
d) APPEAL OF BUILDING INSPECTOR'S DECISION if the Building Inspector has given a decision in writing and you disagree with that decision and desire to have the Zoning Board of Appeals to reconsider it.
e) Comprehensive Permit – MGL Chapter 40B, §21.
- STEP 2. NAME OF APPLICANT. Indicate your full name and address as the Applicant.
- STEP 3. OWNER OF PROPERTY AS OF JANUARY 1. Indicate the owner of the property as of Jan. 1 of the current year. If you, as Applicant, are not the owner, you must demonstrate to the Board at your hearing your legal interest in the property (i.e. Purchase & Sale Agreement, or duly authorized representative).
- STEP 4. CURRENT OWNER. Current owner if different from above owners.
- STEP 5. LOCATION OF PROPERTY. The street address of the property, or if none the best description of where the property is located.
- STEP 6. ASSESSOR'S MAP NO. AND LOT NO. The number of the Assessor's Map on which the property is located and the lot number or numbers of the entire property. This information is available from the Assessor's Office or from your real estate tax bill.
- STEP 7. ZONING DISTRICT. The zoning district in which the property is located. It is either R-40, R-60, R-80, Village Commercial, Commercial, or Industrial. This information is found on a Zoning Map or the Building Inspector's Office.
- STEP 8. DIMENSIONS OF LOT, FRONTAGE, DEPTH, TOTAL AREA. Frontage is the dimension of the section of the lot that borders the street, i.e. the front. Depth is the dimension of the lot from the front straight to the rear line of the lot. Total area is the square footage of the lot or acreage if greater than 2 acres (87,120 sq. ft.).
- STEP 9. DATE PROPERTY ACQUIRED. This is the date you purchased the property.
- STEP 10. DEED REFERENCE BOOK, PAGE. The book and page number that the Deed for the property is recorded in at the Registry of Deeds. This is normally found in the upper right-hand corner of the Deed and on the tax bill.
- STEP 11. SIZE OF BUILDING ON PREMISES (IF ANY). The dimensions of all buildings or structures on the lot.
- STEP 12. PROPOSED SIZE OF BUILDING. If this is a request for a variance to enlarge the premises or build a complete structure, indicate the size of the proposed addition or structure; otherwise, indicate "none".
- STEP 13. PRESENT USE OF PREMISES. The use at this time, i.e. single family home, duplex or multi-family, business, vacant lot, etc.

- STEP 14. PROPOSED USE OF PREMISES. If this is a request for a variance or appeal of the Building Inspector's decision, indicate the use of the premises if this application is approved. If the same as present use, restate the present use.
- STEP 15. EXTENT OF ALTERATIONS. If this is a request for a variance, the extent of the changes proposed to be made to the existing structure; otherwise, indicate "none".
- STEP 16. PROVISIONS OR REGULATIONS OF ZONING BY-LAW OR STATE ENABLING ACT UNDER WHICH THIS APPLICATION IS MADE. The specific article and section of the Norton Zoning By-law under which you are applying, and, if applicable, the applicable section of State Statute (Massachusetts General Laws).
- STEP 17. STATE GROUNDS FOR VARIANCE, PERMIT OR APPEAL. State the specific grounds or reasons for which this application is being made. Note section 10.6 of the Norton Zoning By-law for requirements (also section 1.5e if appropriate).
- STEP 18. SIGNATURE OF APPLICANT, PHONE NUMBER. It is IMPERATIVE that you sign this Application and insert your phone number. There are times when the secretary has a question about your application, or the date or time for a hearing has to be changed, and it is important that we notify you as soon as possible.

APPLICATION MUST INCLUDE A CLEAR, COMPREHENSIVE PLAN OR SKETCH TO SCALE OF THE ENTIRE PARCEL.

WHEN ALL IS COMPLETED, TURN IN YOUR APPLICATION, IN SEVEN PACKETS (SEVEN COPIES) TO THE TOWN CLERK'S OFFICE. SEE THE ATTACHED SHEET ENTITLED "PROCEDURE" FOR MORE INFORMATION.

FEE \$25.00
Over 50 Names \$50.00

DATE RECEIVED _____

NORTON
ASSESSOR'S OFFICE
APPLICATION FOR CERTIFICATION
OF ABUTTERS

THIS FORM MUST BE FILLED OUT COMPLETELY AND ACCURATELY TO INSURE YOUR REQUEST IS PROCESSED IN A TIMELY MANNER. ALLOW A MAXIMUM OF TEN WORKING DAYS TO PROCESS YOUR REQUEST (MASS. G.L., CH.60, S.10).

APPLICANT:

Name _____
Address _____

Daytime Phone No. () _____

SUBJECT PROPERTY:

Record Owner _____
Location _____
Assessors Map _____ Parcel _____
Registry Book _____ Page _____
Square Feet _____ Acres _____

BOARD SUBMITTED TO:

_____ Planning Board _____ Board of Selectmen
X Zoning Board _____ Conservation Commission

REQUIREMENTS:

_____ 100 Feet X Abutters to Abutters
X 300 Feet _____ Immediate Abutters

Certified by _____
(Norton Assessors Office)

Date Certified _____
See attached page/s for list of abutters

NORTON ZONING BY-LAW

USE	Zoning District Dimension Requirements in Feet/Square Feet*					
	R-80	R-60	R-40	VC	C	I
	80,000	60,000	40,000	18,000	18,000	45,000
Single-family dwelling(including accessory apartment if allowed)					N	N
Duplex	80,000	80,000	80,000	26,000		
3 units per building	80,000	80,000	110,000	34,000		
4 units per building	80,000	80,000	130,000	40,000		
5 units per building	80,000	80,000	150,000	50,000		
6 units per building	80,000	80,000	180,000	60,000		
Minimum continuous frontage in feet (see 6.10)	150	150	150	120	120	150
Minimum front yard in feet for principal building	50	40	40	10	50	40
Minimum side yard in feet for principal building	35	25	25	10	15	30
Minimum side yard in feet for accessory building	10	10	10	10	10	10
Minimum rear yard in feet for principal building	25	15	15	20	20	40
Minimum rear yard in feet for accessory building	10	10	10	20	10	10
Maximum percentage of lot covered by building	12	16	20	50	33	33
Maximum height of buildings in feet	35	35	35	45	45	50
Maximum height in stories	3	3	3	3	3	3
Maximum height in feet of chimneys domes, spires, towers, radio or television antennae in any zone	65	65	65	65	65	65
Maximum height in feet of chimneys, domes spires, towers, radio or television antennae in any zone is 65 feet; maximum height in feet for wireless communication facilities is 125 feet.						
* Wetlands and water bodies are not computed in lot area (see Section 6.4)						

1 acre \approx 43,560 square feet