



Town of Lancaster, Massachusetts
Office of Community Development and Planning

LANCASTER BOARD OF APPEALS
COMPREHENSIVE PERMIT APPLICATION

- 1.) Instructions
- 2.) Form A – Application for Hearing
- 3.) Form B – Comprehensive Permit
- 4.) Form C – Certified List of Parties in Interest
- 5.) Form D – Revenue Certification

The Comprehensive Permit Application must also be accompanied by two (2) copies of a scaled, full-size plan and one (1) reduced copy of that plan no larger than 11” x 17”, which incorporates the following elements, as a minimum:

- a) Scale
- b) Locus
- c) North arrow
- d) Title block
- e) Date
- f) The existing and proposed topography of the project site
- g) Location of all existing and/or proposed structures including, but not limited to, dwellings, septic areas, wells, driveways, lawn/yard areas, grading contours, etc.
- h) Distances from lot lines/easement areas/setback limitations, etc.
- i) Locations of structures on adjoining properties
- j) Existing or proposed landscaping (e.g., trees having a caliper greater than 4” in diameter, bushes, shrubs, etc.)

Special Permit To be determined by the Board of Appeals
Application Fee:

Advertising Fee: \$30.00

Checks should be made payable to the *Town of Lancaster*.

INSTRUCTIONS

APPLICATION PROCEDURE

- Obtain application forms from the Community Development and Planning Office located at the Town Hall on the 2nd floor.
- Complete applicable forms and required exhibits (see Zoning Bylaw for specifics).
- Complete and have Assessor certify list of parties in interest (Form C).
- Complete and have Town Collector certify Revenue Certification (Form D).
- File with Town Clerk completed signed application and forms.
- Applicants will be notified of public hearing date.
- The Board's rules should be reviewed prior to hearing.
- Additional exhibits may be submitted at hearing.
- Do not attempt to discuss case with Board members.
- Applicant must appear personally or by an authorized representative.
- Approved permits allowing use of construction will not take effect until appeal periods expire, the decision is recorded, and proof of recording is submitted to the Community Development and Planning Office.

FORM A

APPLICATION FOR HEARING

TO THE ZONING BOARD OF APPEALS OF THE TOWN OF LANCASTER:

I, the undersigned respectfully petition your Honorable Board for a hearing upon Applicant's Request for [variance, special permit, comprehensive permit, appeal].

(1) Applicant
Name Address Telephone

(2) Owner
Name Address Telephone

(3) If there is an option to purchase; the name and address of the prospective purchaser

(4) The record Title stands in the name of: _____ whose address is _____ by a Deed duly recorded in the Worcester District Registry of Deeds, Book _____, Page _____ OR Land Court Title Certificate # _____

(5) Said premises are situated in a District classified under the Zoning By-Law of the Town of Lancaster as: _____

(a) Location of property affected _____

(b) Assessor's Book _____, Parcel _____

(c) State what is located on premises (e.g. number, type and use of buildings; type of vegetation, etc. _____

(d) State in full what Applicant desired to do upon he properties: _____

Received and Filed:

_____/_____/_____
Date

Signature of Applicant

Town Clerk

Signature of Owner

FORM B (Comprehensive Permit)

**REQUESTS FOR FINDINGS OF FACT IN
SUPPORT OF PETITION FOR COMPREHENSIVE PERMIT**

Applicant hereby requests that the Board, upon public hearing and after review of the evidence submitted, grant the Applicant a Comprehensive Permit in accordance with the provisions of G. L. c. 40B and make the following findings in support of the application:

1. The Applicant, _____ whose address is _____, is the (owner) (lessee), (optionee) (*DELETE INAPPLICABLE TERMS) of certain land situated at _____ in the Town of Lancaster and more particularly described in a deed recorded with the Worcester District Registry of Deeds, Book _____, Page _____.

If Applicant is not the owner, complete the following:

The owner of said land is _____,
whose address is _____.]

2. Said land is situated in a district classified under the Lancaster Zoning By-Law as _____.

3. Presently located on the premises is: _____

4. The Applicant desires to use said premises as follows: _____

5 Applicant is qualified to apply for a comprehensive permit in that: (attach extra sheets if necessary)

(A) Applicant is a (public agency) (non-profit organization) (limited dividend organization) in the following particulars: _____

(B) The specific project has been determined to be eligible for funding under a low and/or moderate income housing program and has received site approval from a qualifying subsidizing agency as follows: _____

(C) Applicant has a specific legal interest in and control over the site as follows:

6. By the grant of the comprehensive permit, Applicant seeks the following specific exceptions to the below listed provisions of the following local codes, by-laws or regulations:

7. The grant of the comprehensive permit is reasonable and consistent with local needs for the following reasons: _____

Signature of Applicant

Signature of Owner

FORM C

CERTIFIED LIST OF PARTIES IN INTEREST

OWNERS NAME: _____

ADDRESS OF PROPERTY: _____

MAP & PARCEL: _____

The following is a list of all parties of interest, as defined by Massachusetts General Laws, Chapter 40A, Section 11.

PARTIES IN INTEREST shall mean the Petitioner, abutters, owners of land directly opposite on any Public or Private Street or way and abutters to the abutters within 300' of the property line, even though said land is in another city and/or town, and the Planning Boards of Lancaster and contiguous towns.

NAME	LEGAL MAILING ADDRESS (ZIP)
APPLICANT:	
OWNER:	
AGENT/ATTORNEY:	
LANCASTER PLANNING BOARD	
HARVARD PLANNING BOARD	
BOLTON PLANNING BOARD	
CLINTON PLANNING BOARD	
LEOMINSTER PLANNING BOARD	
SHIRLEY PLANNING BOARD	
LUNENBURG PLANNING BOARD	

FORM D

REVENUE CERTIFICATION

Application/Petition/Appeal of

1. Applicant: _____
2. Owner: _____
3. Property: Assessors Map _____ Parcel _____

Pursuant to G.L. c. 40D, Section 57, and the General By-Laws of the Town of Lancaster, the undersigned applicant hereby certifies as follows:

1) The following named persons, firms or corporations constitute the complete list of all parties having an ownership or proprietary interest in the property or use subject to the above-entitled application.

2) Each of the below listed parties have complied with the laws of the Commonwealth of Massachusetts and the Town of Lancaster in that they have not neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period.

NAME OF INTERESTED PARTY	ADDRESS
OWNER:	_____
APPLICANT:	_____
OTHER:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed under the pains and penalties of perjury

Signature of Applicant

DATED: _____

CERTIFIED BY TOWN OF LANCASTER TOWN COLLECTOR

DATED: _____