



Town of Lancaster, Massachusetts
Office of Community Development and Planning

**LANCASTER BOARD OF APPEALS
SPECIAL PERMIT APPLICATION**

This application consists of several sections. Please read through the entire application before proceeding:

- 1) Instructions
- 2) Form A – Application for Hearing
- 3) Form B – Special Permit
- 4) Form C – Certified List of Parties in Interest
- 5) Form D – Revenue Certification
- 6) Important Information on Special Permits

Associated Fees

Special Permit \$150.00 for a single-family dwelling
Application Fee: \$250.00 for a multi-family dwelling or commercial property

Advertising Fee: \$80.00
Certified mailing fee: \$8.10 per abutter + \$15.00

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

<u>Important Contact Information</u>	
Office of Community Development and Planning	978-365-3326 Ex. 1074
Zoning Enforcement Officer/Building Inspector	978-365-3326 Ex. 1079
Fax	978-368-4009

INSTRUCTIONS

APPLICATION PROCEDURE

- Obtain application forms from the Community Development and Planning Office located at the Town Hall on the 2nd floor. Application forms are also available online at <http://www.ci.lancaster.ma.us>.
- 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).
- Submit payment through the website <https://www.ci.lancaster.ma.us/board-appeals>
- Send PDF copy of application materials and all relevant documents to planning@lancasterma.net
- File with Town Clerk completed signed application and forms
 - Staff will complete this task unless notified otherwise.
- 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.

NOTE: Please submit a complete application. Applications deemed incomplete will not be acted upon.

SITE PLAN CHECKLIST

A site plan must accompany each application, petition or appeal to the Board for projects involving new construction. This check list provides a summary of the site plan contents as specified in the Board's Rules and Regulations. The Rules and Regulations are available online at www.ci.lancaster.ma.us and at the Community Development and Planning Office.

IMPORTANT NOTE: By checking the "No" box on any of the items listed below, *the applicant is requesting that Board consider granting a waiver* of strict compliance with the Rules and Regulations. Please note that if this waiver requested is not granted, the hearing process may be continued until the Site Plan is completed.

Provided	Provided	Site Plan Requirement
YES	NO	
		Minimum Drawing size of 8.5" x 11"
		Drawn to scale with scale noted
		Property lines and boundaries
		Name and address of record owner
		Names and locations of adjacent streets
		North arrow
		Zoning district and any zone lines in vicinity of project
		Existing and proposed buildings or additions including number of stories and height of all structures
		Paved areas, existing and proposed parking or loading spaces
		Existing utility lines including septic and underground structures
		Locations of structures on adjoining property
		Lot area and dimensions, including setbacks where new construction or additions are proposed

The Board may also require that additional drawings or drawing content be provided specific to the application. This may include items such as site topography or existing and proposed building elevations. The applicant should consider providing this type of information with the initial application if it will help the Board better understand the basis of the requested findings.

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 C/O Lancaster Youth Baseball & Softball PO Box 1455 S Lancaster MA 01526
Name Address Telephone

(2) Owner Town of Lancaster 701 main street
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: Town of Lancaster whose address is _____ by a Deed duly recorded in the Worcester District Registry of Deeds, Book 2016, Page 426 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: residential

(a) Location of property affected 400 mill st. ext

(b) Assessor's Book _____, Parcel _____

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

(d) State in full what Applicant desires to do upon the properties: install a 10x4 scoreboard with a 10x2 header sign

Received and Filed:

_____/_____/_____
Date


Signature of Applicant

Town Clerk

Signature of Owner

FORM B (Special Permit)

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

Applicant hereby requests that the Board, upon public hearing and after review of the evidence submitted, find as follows in support of the Application for Special Permit:

1. The Applicant Lancaster Youth Baseball & Softball whose address is PO Box 1455 South Lancaster MA 01554, is the (owner) (lessee) or (option holder) of certain land situated at 400 Mill St ext 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 Town of Lancaster,
whose address is 701 Main St. Lancaster

2. Said land is situated in a district classified under the Lancaster Zoning By-Law as:
residential
3. Presently located on the premises is: baseball field, parking area
4. The Applicant desires to use said premises as follows and in conformity with the Site Plan filed with this application: Baseball field - LYBS plans to install a scoreboard 10x4 with a 10x2 header sign for field name or advertising.
5. Grant of the Special Permit is authorized by Section ~~60~~ 220-31 of the Lancaster Zoning By-Law.
6. Applicant alleges that each of the requirements for the grant of the Special Permit set forth in G.L. c. 40A §9 and Lancaster Zoning By-Law 220-61(D) are met for the following reasons (attach extra sheets if necessary): The Board of Appeals shall not approve a special permit unless it finds that in its judgement all the following conditions are met:

FINDING OF FACTS

(A) All requirements applicable to the class of special permit sought are fulfilled; for the following reasons: _____

(B) The specific site is an appropriate location for the proposed use, for the following reasons:

The panel would be located at the top of the scoreboard

(C) The proposed use as developed will not adversely affect the neighborhood, for the following reasons:

The panel will be located on the scoreboard and finished in coordinating colors to match the scoreboard.

(D) There is safe access from roads adequate for the traffic expected, adequate parking is provided and internal circulation is adequate for emergency vehicles, for the following reasons:

The scoreboard sign will not be located near roadways or parking areas. Placement will not impede emergency vehicles accessing the field.

(E) Board of Health requirements for water and sanitation arrangements are followed:

The purposes of this bylaw (§ 220-1) are substantially met.

7. (Applicable to requests for Special Permit for Uses in Water Resource District - Section 220-39). The proposed use will conform to any special requirements provided in Section 220-39 of the Zoning By-Law in the following respects: _____

8. (Applicable to a request for extensions or alteration of a pre-existing non-conforming structure or use pursuant to G.L. c. 40A §6 and Section 220-51 and/or 220-52 of the Zoning By-Law.) The requested change, extension or alteration shall not be substantially more detrimental than the existing non-conforming use to the neighborhood, for the following reasons:



Signature of Applicant

Signature of Owner



TOWN OF LANCASTER
BOARD OF ASSESSORS

RECEIVED
MAR 19 2024
TOWN OF LANCASTER
ASSESSORS

Request for Certified Abutters List

SUBJECT PARCEL:

ADDRESS: ~~695 Main St Lancaster~~ ⁽⁴¹⁰⁾ 392 mill st extension

MAP: ~~30~~ 43 PARCE: ~~1~~ 2

CURRENT OWNER: Town of Lancaster

REQUESTER'S NAME:

NAME: Amanda Cannon c/o Lancaster Youth Baseball / Softball

MAILING ADDRESS: 5 Oetman way

CITY: Lancaster STATE: MA ZIP: 01523

PHONE#: (978) 424-5999

INTENDED USE:

CHECK APPROPRIATE BOX

- BOARD OF APPEALS (ZONING)
- BOARD OF HEALTH
- BOARD OF SELECTMEN

- CONSERVATION
- PLANNING BOARD
- OTHER: _____

CERTIFIED LIST SHOULD BE: CHECK APPROPRIATE BOX

EMAIL TO: _____

PICKED UP (WILL CALL WHEN READY)

MAILED TO OWNER (Must include a self-addressed stamped envelope)

MAILED TO REQUESTER (Must include a self-addressed stamped envelope)

OTHER: _____

3-19-2024
DATE OF REQUEST

[Signature]
SIGNATURE OF REQUESTER

Please Note: The Assessors Office has 10 business days to act on a request for a Certified Abutters List. We will make every effort to process your request as quickly as possible.

FORM C

CERTIFIED LIST OF PARTIES IN INTEREST

OWNERS NAME: Town of Lancaster
ADDRESS OF PROPERTY: 39~~00~~ Mill St. ext.
MAP & PARCEL: map 43 parcel 1

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:	Lancaster MA Youth Baseball & Softball	PO Box 1455 South Lanc 01574
OWNER:	Town of Lancaster	701 Main St Lancaster 01523
AGENT/ATTORNEY:	LANCASTER PLANNING BOARD	
	HARVARD PLANNING BOARD	
	BOLTON PLANNING BOARD	
	CLINTON PLANNING BOARD	
	LEOMINSTER PLANNING BOARD	
	SHIRLEY PLANNING BOARD	
	LUNENBURG PLANNING BOARD	



300 feet Abutters List Report

Lancaster, MA
March 19, 2024

Subject Property:

Parcel Number: 043-0001.0
CAMA Number: 043-0001.0
Property Address: 392 MILL ST EXT

Mailing Address: LANCASTER TOWN OF
701 MAIN ST SUITE 1
LANCASTER, MA 01523-

Abutters:

Parcel Number: 038-0104.0
CAMA Number: 038-0104.0
Property Address: 119 OLD COMMON RD

Mailing Address: DONALDSON DARREL D & ELLEN R TRS
DONALDSON 2018 REV TRUST
119 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 038-0104.A
CAMA Number: 038-0104.A
Property Address: 331 BOLTON STATION RD

Mailing Address: THISSELL KAREN A TR
331 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 039-0007.0
CAMA Number: 039-0007.0
Property Address: 141 OLD COMMON RD

Mailing Address: LALLY RICHARD F
141 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 039-0008.0
CAMA Number: 039-0008.0
Property Address: 151 OLD COMMON RD

Mailing Address: WILLIAMS DEBRA A
151 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 039-0009.0
CAMA Number: 039-0009.0
Property Address: 159 OLD COMMON RD

Mailing Address: WILLIAMS BRUCE & DEBRA
159 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 039-0010.0
CAMA Number: 039-0010.0
Property Address: 169 OLD COMMON RD

Mailing Address: JOHNSON LINDA M TR
169 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 039-0011.0
CAMA Number: 039-0011.0
Property Address: 330 BOLTON STATION RD

Mailing Address: VAN HOOF RICHARD & JODI ANN
PO BOX 304
LANCASTER, MA 01523-

Parcel Number: 039-0015.0
CAMA Number: 039-0015.0
Property Address: 195 OLD COMMON RD

Mailing Address: HALL SUZANNE M & DAVID D
195 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 039-0020.0
CAMA Number: 039-0020.0
Property Address: 251 OLD COMMON RD

Mailing Address: KEOGH RONALD A & JACQUELINE L &
COURTNEY
251 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 042-0113.D
CAMA Number: 042-0113.D
Property Address: 62 BOLTON STATION RD

Mailing Address: LIMA RENATO M & PEDERSOLLI
ALESSANDRA M
62 BOLTON STATION RD
LANCASTER, MA 01523-



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3/19/2024

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300 feet Abutters List Report

Lancaster, MA
March 19, 2024

Parcel Number: 042-0115.0
CAMA Number: 042-0115.0
Property Address: 0 MILL ST EXT

Mailing Address: LANCASTER TOWN OF
701 MAIN ST SUITE 1
LANCASTER, MA 01523-

Parcel Number: 042-0116.A
CAMA Number: 042-0116.A
Property Address: 270 BOLTON STATION RD

Mailing Address: REINERT JOSHUA & JACQUELYN
270 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0116.B
CAMA Number: 042-0116.B
Property Address: 290 BOLTON STATION RD

Mailing Address: KOVACS ALAN MAURICE JR & SARAH Y
290 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0116.C
CAMA Number: 042-0116.C
Property Address: 300 BOLTON STATION RD

Mailing Address: LAUGHLIN BRENDAN J & ASHLEY A
300 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0117.0
CAMA Number: 042-0117.0
Property Address: 258 BOLTON STATION RD

Mailing Address: LEDOUX JOHN T JR & MCNALLY
BETHANN TRS 258 BOLTON STATION
ROAD NOMINEE TRUST
258 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0118.0
CAMA Number: 042-0118.0
Property Address: 246 BOLTON STATION RD

Mailing Address: MARTIN SUSAN E
246 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0119.0
CAMA Number: 042-0119.0
Property Address: 232 BOLTON STATION RD

Mailing Address: RENCZKOWSKI GERALD D & DEBORAH
LEE
232 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0120.0
CAMA Number: 042-0120.0
Property Address: 216 BOLTON STATION RD

Mailing Address: SWENSON JONATHAN GARRETT &
BICKFORD KILEY E
216 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0121.0
CAMA Number: 042-0121.0
Property Address: 204 BOLTON STATION RD

Mailing Address: MCCARTHY BENJAMIN & FEBRIER-
MCCARTHY LAURA
204 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0122.A
CAMA Number: 042-0122.A
Property Address: 192 BOLTON STATION RD

Mailing Address: KING SHEILA M
192 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0124.A
CAMA Number: 042-0124.A
Property Address: 174 BOLTON STATION RD

Mailing Address: CAMACHO ROBERT L & LYNNE E
174 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0125.0
CAMA Number: 042-0125.0
Property Address: 158 BOLTON STATION RD

Mailing Address: GELDART ZACHARY J & SARAH C TRS
GELDART FAMILY IRREV TRUST
158 BOLTON STATION RD
LANCASTER, MA 01523-



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300 feet Abutters List Report

Lancaster, MA
March 19, 2024

Parcel Number: 042-0126.0
CAMA Number: 042-0126.0
Property Address: 140 BOLTON STATION RD

Mailing Address: DORAN MARK & CATHY
140 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0127.0
CAMA Number: 042-0127.0
Property Address: 374 MILL ST EXT

Mailing Address: WRIGHT PAMELA A
2 LARSEN LN
NORTH BILLERICA, MA 01862-

Parcel Number: 042-0128.0
CAMA Number: 042-0128.0
Property Address: 362 MILL ST EXT

Mailing Address: DYER RACHEL LEE & MATHEW
362 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 042-0130.0
CAMA Number: 042-0130.0
Property Address: 242 BOLTON STATION RD

Mailing Address: MAHDAVY VAHID & SHAINA
242 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0130.A
CAMA Number: 042-0130.A
Property Address: 238 BOLTON STATION RD

Mailing Address: FREEMAN TERRI A & RICHARD J SR
238 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0130.B
CAMA Number: 042-0130.B
Property Address: 152 BOLTON STATION RD

Mailing Address: DOMBROSKI MATTHEW J &
BERNARDINE D
152 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 042-0130.C
CAMA Number: 042-0130.C
Property Address: 148 BOLTON STATION RD

Mailing Address: FORREST GWENDOLYN C
148 BOLTON STATION RD
LANCASTER, MA 01523-

Parcel Number: 043-0002.0 + 039-0012.0 /
CAMA Number: 043-0002.0 039-0013.0
Property Address: 181 OLD COMMON RD

Mailing Address: VAN HOOF RICHARD & MINER SUSAN V
183 OLD COMMON RD
LANCASTER, MA 01523-

Parcel Number: 043-0008.0
CAMA Number: 043-0008.0
Property Address: 578 MILL ST EXT

Mailing Address: OCONNELL PATRICK K & RACHEL
578 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0008.A
CAMA Number: 043-0008.A
Property Address: 556 MILL ST EXT

Mailing Address: MACLEOD BRUCE W & JOSEFINA
556 MILL STREET EXT
LANCASTER, MA 01523-

Parcel Number: 043-0009.0
CAMA Number: 043-0009.0
Property Address: 485 MILL ST EXT

Mailing Address: 485 MILL STREET EXTENSION
NOMINEE REALTY TRUST
485 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0010.0
CAMA Number: 043-0010.0
Property Address: 501 MILL ST EXT

Mailing Address: CIAMPAGLIA MATTHEW TR
Frank and Marcia Ciampaglia Irrev Trus
501 Mill St Ext
Lancaster, MA 01523



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300 feet Abutters List Report

Lancaster, MA
March 19, 2024

Parcel Number: 043-0011.0
CAMA Number: 043-0011.0
Property Address: 515 MILL ST EXT

Mailing Address: KUPCINSKAS KATHLEEN P
515 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0012.0
CAMA Number: 043-0012.0
Property Address: 533 MILL ST EXT

Mailing Address: GIGER PETER & KAREN
533 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0013.0
CAMA Number: 043-0013.0
Property Address: 549 MILL ST EXT

Mailing Address: SIOK KEVIN M
549 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0014.0
CAMA Number: 043-0014.0
Property Address: 567 MILL ST EXT

Mailing Address: STUMP CAROLYN L
P O BOX 135
LANCASTER, MA 01523-

Parcel Number: 043-0015.B
CAMA Number: 043-0015.B
Property Address: 421 MILL ST EXT

Mailing Address: WINSMANN JAMES & DANA
421 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0015.D
CAMA Number: 043-0015.D
Property Address: 583 MILL ST EXT

Mailing Address: BURGOYNE CHRISTOPHER J & KATILYN
C
583 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0015.E
CAMA Number: 043-0015.E
Property Address: 437 MILL ST EXT

Mailing Address: SCHEXNAYDRE MICHAEL J &
Pickard Rebecca J
437 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0015.F
CAMA Number: 043-0015.F
Property Address: 453 MILL ST EXT

Mailing Address: AURIN JOHN W & MARTA A
453 MILL ST EXT
LANCASTER, MA 01523-

Parcel Number: 043-0015.G
CAMA Number: 043-0015.G
Property Address: 469 MILL ST EXT

Mailing Address: CALHETA MARC & RACHEL
469 MILL ST EXT
LANCASTER, MA 01523-

CERTIFIED COPY

Debra A. Sanders

*Debra A Sanders, Member
Lancaster, Board of Assessors
March 22, 2024
4 pages*



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LANCASTER BABE RUTH, LANCASTER, MA

PROOF #43428B

PROOF INCLUDES:

- Model 1610 Baseball/Softball LED Scoreboard
10'W x 4'H x 8"
Digit Color: Red
Scoreboard Color: #74 Forest Green
- Non-illuminated Sign
(2) 10'W x 2'H



SIGNATURE OF APPROVAL _____

DATE _____

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED or DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.

