



**Town of Lancaster, Massachusetts**  
*Office of Community Development and Planning*

**LANCASTER BOARD OF APPEALS**  
**COMPREHENSIVE 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 – Comprehensive Permit
- 4) Form C – Certified List of Parties in Interest
- 5) Form D – Revenue Certification

**Associated Fees**

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

*Advertising Fee:* \$50.00

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

**Important Contact Information**

Office of Community Development and Planning	978-365-3326 x1311
Zoning Enforcement Officer/Building Inspector	978-365-3326 x1309
Fax	978-368-4009

## **INSTRUCTIONS**

### **APPLICATION PROCEDURE**

- Obtain application forms from the Community Development and Planning Office located at the Town Hall on the 2<sup>nd</sup> 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).
- 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.

## 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](http://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 YES	Provided NO	Site Plan Requirement
		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 \_\_\_\_\_  
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 desires to do upon the 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) 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:

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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:

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

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\_\_\_\_\_  
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: \_\_\_\_\_