

# ZONING BOARD OF APPEALS APPLICATION FORM INSTRUCTIONS

All applicants shall submit the attached form to the Town Clerk for Special Permits, Variances and Administrative Appeals.

**The following must be submitted with the application in order for it to be considered complete:**

Office  
Use  
Only

- \_\_\_ 1. Three Copies of Application describing relief requested, section of bylaw that applies.
- \_\_\_ 2. Building permit application – complete entire application.
- \_\_\_ 3. Site plan at a scale of 1 inch = 200 feet showing proposal and relationship of the site to adjacent properties, ways, buildings and landmarks, with distance setbacks and abutting property owners.
- \_\_\_ 4. Construction plans: Elevation, Floor, Foundation plans with construction specifications.
- \_\_\_ 5. Abutters list in accordance with MGL Chapter 40A, section 11 (see Assessor's office of Sheffield and abutting town, if applicable)
- \_\_\_ 6. The application fee of \$350.00 payable to the Town of Sheffield.
- \_\_\_ 7. A sketch plan, acceptable to the Zoning Board, showing a prospective layout for any adjacent land owned or controlled by the owner or applicant.



The application shall not be deemed submitted until the above items have been delivered and duly signed by the Town Clerk.

The Zoning Board of Appeals must hold a public hearing within 65 days of receiving the appeal, and their decision on such appeal must be made within 100 days of the date the Town Clerk received the appeal unless the petitioner requests and extension.

After the expiration of twenty (20) days without notice of appeal, the Town Clerk certifies no appeal has been filed on the Notice for Recording, which must be recorded with the Southern Berkshire Registry of Deeds before the Building inspector can issue the building permit (together with all applicable fees).

If you have any questions regarding the above, please contact the Zoning Board of Appeals at (413) 229-7000. Ext. 157.

# Town of Sheffield Zoning Board of Appeals

## Application for Hearing

*Please check boxes that applies:*

- Administrative Appeal
- Special Permit
- Variance

Name of Petitioner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location of Property \_\_\_\_\_ Petitioner is  
\_\_\_\_\_ (Owner, tenant, Licensee, Prospective buyer...)

Nature of Appeal and Relief requested:

Applicable section(s) of zoning bylaw:

\*\*\*\*\*

Map/Lot: Zoning District: Acreage: Current Use: Frontage: Proposed  
Use:

I/We hereby request a hearing before the Zoning Board of Appeals with references to the above application. I/We have submitted the building permit application with plans, site plan, abutters list and description of the proposed work with this application.

Petitioner

Received from the above applicant, the sum of \$350.00 on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, to apply against advertising costs.

Sheffield Town Clerk