



# ZONING BOARD OF APPEALS

## Town of Chilmark

### Application Documentation

The filing fee of \$175 payable to the Town of Chilmark and the following check list of documents **MUST** accompany any application a minimum of 25 days prior to the hearing to allow time for legal advertisement and notification to abutters. *Applicants will be responsible for advertising costs and permits will not be valid until expenses have been paid in full.*

**NOTE: Your failure to provide all items may result in delays. Any substantive or material changes made at the hearing (or during construction) MAY require re-advertisement and/or continuance or an Amended Decision filed at Registry of Deeds.**

- Application and fee
- A site plan (an engineer's survey, unless not needed for decision in which case a copy of the Town's Assessor's map for the property in question may be used) showing the following existing and proposed conditions (but not limited to):
  1. Locations of building(s)
  2. Well
  3. Septic
  4. Building activity proposed by application
  5. Applicable setback lines (building envelope)
  6. All setback(s) from wetlands
- Accurate scale drawings, in plans and elevations (including dimensions of footprint, ridge height, etc.) of the building activity proposed by the application. (These need not necessarily be done by a registered architect or engineer, but must accurately reflect the proposed building and must be registerable).
- A copy of the latest deed (including complete restrictions referred to in the deed/title to which the deed/title is subject such as Covenants and Deed Restrictions).
- A signed Purchase and Sales agreement (applicable when the applicant is not yet the owner of record to the subject property).
- A list of abutters (may include abutters of abutters) with property within 300 feet of the subject property. Please include map and lot numbers.

The following information may be needed and/or submitted at the public hearing:

- A. As necessary and/or applicable:
  - Planning Board recommendations
  - Board of Health approval
  - Conservation Commission approval
  - Site Review Committee recommendation
  - Letters from abutters
  - Additional material dictated by the Zoning By-laws
- B. Updated plans and elevations may be submitted for approval.

At a minimum of 14 days before the public hearing, the proposed building activity must be clearly staked out (or otherwise signified) at the subject property to allow the ZBA to conduct a site visit. Each application will be reviewed on the material submitted, in combination with the ABA site visit and public hearing.



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TOWN OFFICES:  
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(508) 645-2110 Fax

THE COMMONWEALTH OF MASSACHUSETTS

To The Board of Appeals, TOWN OF CHILMARK

\_\_\_\_\_, 20\_\_

*The undersigned hereby petitions the Board of Appeals to issue a Special Permit under the terms of the Zoning By-laws of the Town of Chilmark:*

*Article \_\_\_\_\_, Section \_\_\_\_\_*

*at the premises owned by (Owner of Record)*

\_\_\_\_\_

*at \_\_\_\_\_ (street address),*

*Assessor's parcel MAP \_\_\_\_\_ LOT \_\_\_\_\_*

*In the following respect or limitation, extension, change, alteration or modification of use, or method of use as may at hearing appear as necessary or proper in the premises.*

***State Briefly Reasons for Special Permit***

*Petitioner* \_\_\_\_\_

*Address* \_\_\_\_\_

*Telephone Number* \_\_\_\_\_