



TOWN OF DEERFIELD

Zoning Board of Appeals
8 Conway Street
South Deerfield MA 01373
Voice: 413.665.1400
Facsimile: 413.665.1411
Website: www.deerfieldma.us

Zoning Application Checklist

The **Deerfield Zoning Board of Appeals** meets on the 2nd and 4th Thursday of each month, as needed. Applicants that wish to appear before the Board must comply with the following:

- Carefully read all sections of the application for procedures that you must follow.
- Please type or print all information. Incomplete and/or illegible applications will delay the application process.
- All applications must be reviewed by a staff member in the Selectboard Office once completed.
- After the Selectboard Office reviews and initials the application, the application and \$100 application fee must be submitted to the Town Clerk's Office. **Please keep a copy of the entire application packet for your own records.**
- Staff in the Selectboard Office will create the notice of hearing.
- A **300'** abutters list from the Assessors' Office must be obtained as required by M.G.L. Chapter 40A, Section 11, at the published cost determined by the Board of Assessors.
- It is the responsibility of the applicant to pay for the cost of the abutters mailing (certified / return receipt) plus \$2.00 for the cost of paper and processing. We will notify you of the final cost after we have processed your application.
- Legal advertisements will be generated by office staff and emailed directly to *The Recorder*. If the applicant supplies an email address, the advertisement will be forwarded accordingly, otherwise it will be mailed or available for pickup during regular office hours.
- Applicants pay publication costs directly to the Recorder.** Please contact Suzanne Hunter to arrange payment:
 - Telephone: 413-772-0261 ext. 228
 - Email: legalads@recorder.com
 - Fax: 413-774-5511
- Please allow a minimum of two (2) days notice to publish and pay for an advertisement as required by the newspaper. **The Town of Deerfield is not responsible if an advertisement is not published in time to hold the hearing.**

We appreciate your cooperation. Please feel free to contact Pat in the Selectboard Office at 413-665-1400 ext. 111 with any questions.

Reviewed by SB Staff



Deerfield Zoning Board of Appeals Application

- Special Permit Application
 Variance Application
 Appeal
 (check all that apply)

1. **Name of Applicant:** _____ Phone #: _____
Affected Premises: _____
E-mail Address: _____

2. **Property Owner(s)** (If different from above. All entities listed on deed must be included. Please attach additional sheets if necessary.)
Name: _____ Phone #: _____
Mailing Address: _____
E-mail Address: _____

3. **Name of Registered Land Surveyor/Engineer:** _____
Mailing Address: _____
Phone #: _____ **E-mail Address:** _____

4. **Parcel ID: Street Address:** _____
Map:* _____ **Lot/Parcel #:*** _____ **Zoning District:*** _____
**This information can be found on your tax bill or can be obtained from the Board of Assessors.*

5. **Deed Reference: Book:** _____ **Page:** _____

6. **Plan Reference: Book:** _____ **Page:** _____

7. **Parcel Area:** (all figures should be in square feet)
Total Land Area: _____ **Area of Disturbed Land:** _____
Gross Floor Area of proposed construction: _____ **Net Floor Area:** _____

8. **For a VARIANCE, Basis for Requested Relief:**
 _____ Soil Conditions _____ Shape of land or structures
 _____ Topography

9. **For a VARIANCE, APPEAL, and/or a SPECIAL PERMIT please use the space below to briefly describe the appeal request, proposed use, and/or basis for the requested variance, including square footages, where applicable. If applying for more than one type of permit, please itemize each description. Use additional pages if necessary.**

- 10. Property listed under Chapter 61, 61A or 61B for tax purposes? ___ Yes ___ No
- 11. Modification of Existing Permit? ___ Yes ___ No
- 12. Site Plan Review Application Pending? ___ Yes ___ No
- 13. Stormwater Permit Required? ___ Yes ___ No
- 14. Special Permit Application to Planning Board Pending? ___ Yes ___ No
- 15. List any other Federal, State, and/or Municipal Permits required: _____

16. I hereby certify that the information contained in this application is true and complete:

Applicant's Signature: _____ Date: _____
Owner(s) Signature(s): _____ Date: _____
(if different from applicant; attach additional sheets if necessary) _____ Date: _____

17. Board of Assessors Certification of Abutters (not necessary if requesting appeal)

We, the undersigned Board of Assessors, hereby certify to the permit granting authority that the names and addresses of the parties in interest as attached are in accord with Chapter 40A of the Massachusetts General Laws.

17. Building Commissioner Certification: _____ Date: _____

Comments: _____

18. Town Clerk Certification: _____ Date: _____