



# TOWN OF DALTON

Town Hall  
462 Main Street  
Dalton, Massachusetts 01226

Telephone (413) 684-6111, Ext. 29

Email: [planningboard@dalton-ma.gov](mailto:planningboard@dalton-ma.gov)

## ZONING BOARD OF APPEALS APPLICATION

**APPLICANT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY**

PETITION #: \_\_\_\_\_

DATE FILED WITH TOWN CLERK:

\_\_\_\_\_

HEARING DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION OF PROPERTY AFFECTED (ADDRESS): \_\_\_\_\_

Section(s) of the Dalton Zoning By-law under which you are applying: \_\_\_\_\_

Type of Application: (Please Circle)

SPECIAL PERMIT

VARIANCE

ADMINISTRATIVE APPEAL

Was project / issue discussed with the Building Inspector? \_\_\_ YES (Date: \_\_\_\_\_) \_\_\_ NO

Description of Project or Changes Proposed (please attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE:** The applicant shall provide five (5) copies of this completed Application, either typewritten or printed clearly and legibly, and five (5) copies of the plans and specifications as required on page 2, and one digital copy sent to the email above.

In addition, the Applicant shall pay a fee of three hundred and seventy five dollars (\$375.00) for processing the application, notifying abutters and publication of legal notices of the Public Hearing. (Please make check payable to the Town of Dalton)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Applicant)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Owner)

Application and Fee received by: \_\_\_\_\_

(Agent for the SPGA)

Date: \_\_\_\_\_

**OVER**

## ZONING BOARD OF APPEALS - SITE PLAN REQUIREMENTS

### **PLEASE NOTE:**

The Zoning Board for issuance of special permits requires a site plan drawn to scale with clearly defined dimensions indicating the location, size and height of the proposed building(s), site improvements, and containing such other information as may be required by the Board.

### **THE BOARD REQUIRES SITE PLANS TO SHOW THE FOLLOWING:**

- \_\_\_ Site plan drawings to scale (*see above*)
- \_\_\_ Lot dimensions (*may be obtained at the Assessor's Office*)
- \_\_\_ Street name(s) abutting the subject property
- \_\_\_ Lot or building street number(s) (*may be obtained at the Assessor's Office*)
- \_\_\_ Zoning District, in which subject property is located
- \_\_\_ Abutting uses
- \_\_\_ Existing and/or proposed buildings **with dimensions**
- \_\_\_ Driveway(s) and Parking spaces
- \_\_\_ Screening or landscaping required for parking (*See Zoning By-law, 350-40: Off Street Parking*)
- \_\_\_ Exterior lighting, if any
- \_\_\_ Signs, if any
- \_\_\_ Other information you believe would be helpful or necessary

Site plan(s) meeting the above requirements shall be filed with the Town Clerk along with the Application to the Board so as to provide this information to other municipal Boards for review, who, by law, may make recommendations on your petition.

Site plan(s) prepared by a Massachusetts Registered Land Surveyor may be required.

Site plans are important and, diligently prepared, may eliminate a zoning issue at a later date, and/or facilitate the transfer or property.

The Board will provide limited guidance to assist you.