

## Chilmark Zoning Board of Appeals 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 of abutters. Hearings are scheduled for the second Tuesday of each month.

**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 buildings(s);
  2. well
  3. septic
  4. building activity proposed by the 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 ZBA site visit and the public hearing.



TOWN OF CHILMARK  
CHILMARK, MASSACHUSETTS

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OFFICES:  
Beetlebung Corner  
Post Office Box 119  
Chilmark, MA 02535  
(508) 645-2110 Fax

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 any 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* \_\_\_\_\_