

## Requirements To Apply For A Special Permit or Variance

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Fee Schedule:	Special permits and Variance applications	\$250.00.
	Overlay District special permit review	\$50.00
	Overlay District Special Permit	\$250.00

(There may also be an Engineering review fee if it is determined that there needs to be professional engineering review of plans or conditions within the application)

1. Completed application form signed by applicant and all property owners.
2. Copy of the legal description of the property (narrative from the registry of deeds).  
Description must include accurate and current owners deed book and page reference.  
Not Plan Book
3. List of abutters from the Town Assessors Office.
4. A Mylar and Four Copies of a plot plan or site plan which is stamped and certified by a civil Engineer or land surveyor, Any application involving variation to any dimensional or design requirements must include a plot plan. (e.g. setbacks buffers, Parking, frontage, lot size, etc, plan must include all existing buildings and structures. parking facilities if appropriate.
5. You must include a description and location of any new structure that will be within the special permit or variance request. Including the dimensions, height and use of the proposed structures.
6. Please note that the special permit or variance does not allow any violations of any Rules or Regulations governed by the Town , State Boards, Committees or Departments.  
Examples: Conservation Commission, Zoning enforcement, Sewer and Water Department, Dept of Environmental Protection or Board of Health.
7. Any other information that would help the board makes a determination on the application.
8. Submit a check payable to the Town of North Brookfield for the application fee with the application. If the application is complete the Town Clerk will date stamp the application. Additional fees may be required by the Planning Board/ ZBA if a professional review is deemed necessary. If the application is incomplete the date of acceptance starts with the town receiving all relevant data to make a competent decision on the applicants request.
9. After the application has been accepted you will receive a notice informing you of when the hearing is scheduled. You or a representative must be present at this hearing to answer any questions the board might have concerning the application. If the applicant fails to attend the hearing the board may either reschedule the hearing date or deny the application based on the information received by the board at the time of the scheduled hearing.