



# MONTAGUE ZONING BOARD OF APPEALS

Town Hall, One Avenue A, Turners Falls, MA 01376 (413) 863 3200 ex 206

## Zoning Board Application

**For Office Use Only:**

Application #: \_\_\_\_\_ Received by Building Dept: \_\_\_\_\_  
 Reference #: \_\_\_\_\_ Filed with Town Clerk: \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_ (65 days from date filed): \_\_\_\_\_  
 Public Hearing Date: \_\_\_\_\_  
 Decision Date: \_\_\_\_\_  
 Book #: \_\_\_\_\_ Page #: \_\_\_\_\_ Town Clerk

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**ATTORNEY/DESIGNER/CONSULTANT:**

Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**TYPE OF APPLICATION:**

- Special Permit  Variance  
 Comprehensive Permit  Site Plan Review  
 Appeal from Decision of Building Inspector

**PROPERTY INFORMATION:**

Property Address/Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER:**

\_\_\_\_\_  
*(if different from applicant)*  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DEED OF PROPERTY RECORDED IN:**

Franklin Cty. Reg. of Deeds  
 Book: \_\_\_\_\_ Page: \_\_\_\_\_  
 Map/Parcel: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

**APPLICABLE ZONING BYLAW SECTION(S):** \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant(s)

\_\_\_\_\_  
Signature of property owner(s)

*To be filled out by Montague Building Inspector:*

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Montague Building Inspector





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# Application Checklist

It is best to review the requirements with the Zoning staff before you begin your application.

*It is the responsibility of the applicant to furnish all supporting documentation with the application. Please check items on this list to indicate that you have done so, or indicate your requests for waivers at the end of the list.*

One hard copy of the following shall be submitted to the Building Department:

- Application:** Every application shall be submitted on the official application form of the Board, provided by the Building Department. Please provide only the original application form, no copies are needed. All information must either be typed or printed clearly.
- A **request for a certified list of abutters** must accompany all site plan applications. The **Building Department will submit the application** for an Abutters List to the Assessor's Office and send out the abutters notices. It may take up to 10 business days for your certified list to be produced.
- Fees:** All applications filed with the Building Department shall be accompanied by cash or check made payable to the Town of Montague in the specified amount. See schedule of fees in this application packet.
- Electronic submission:** Every application shall be accompanied by one hard copy of all submitted materials, including full size plans, to scale. All applications shall include one electronic copy of all information (except the Certified List of Abutters and fee) in a PDF form. All PDF's and electronic information should be labeled. Submissions may be accepted via email, thumb-drive, or on CD/DVD. Building Inspector may waive this requirement at their discretion.
- Written Project Summary:** All applications shall be supported by a written project summary detailing all relevant facts of the application.
- Plot Plan** showing dimensions of lot, structures, property line setbacks, location of wells, septic, parking, and wetland resource areas. The Building Inspector may waive these requirements, or require the plan to be prepared by professional surveyor or engineer at their discretion.
- Management Plan** (See attached Management Plan Form)
- Site Plan Package**, if Site Plan Review is required (see next section)

Please note: Prior to a public hearing, Town staff may request up to five hard copies of full size plans for distribution. This will be requested and coordinated by Town staff.



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## Site Plan Review Checklist

Only the following activities and uses are subject to site plan review:

- All uses that involve the construction or expansion or change of use of over 3,000 square feet of floor area.
- All uses that involve the development of over 130,680 square feet (3 acres) of land.
- Any new structure, group of new structures, changes of use, or additions which result in an increase of 500 or more vehicle trips per day, as proposed in an applicant's business plan acceptable to the reviewing authority or estimated by a professional engineer.
- All uses that involve the construction or expansion of a parking area that creates ten (10) or more new parking spaces.
- Self-storage facilities, Solar energy facilities (commercial scale), any marijuana related business, Open Space Residential Developments, and Planned Unit Developments

For the following plans, and any other supplemental materials submitted as part of an application, one full size original hard copy AND one digital copy shall be submitted.

Unless waived by the Board, all site plans shall be prepared by a Registered Engineer, Surveyor or Landscape Architect, and shall include the following:

Information	Included	Not Applicable
Name of applicant		
Name of property owner		
Name of development		
Engineer seal		
Architect seal		
Land surveyor seal		
Base map source		
Parcel boundaries with dimensions		
Scale		
Survey accuracy statement		
North arrow		
Locus map @ 1" = 1000'		
Date of plans or revisions		
Existing lot lines, easements, rights-of-way, size of property in square feet, as well as setback, side and rear yard dimensions		
Location, dimensions, heights, and uses of all existing and proposed buildings and structures		

Location and names of existing or proposed streets, curb cuts, entrances and exits, parking areas, sidewalks, loading/service areas, utility systems		
Existing and proposed contours and finished grade elevations, including location and volume of significant filling or excavations		
Location of all-natural features, including significant watercourses, wetlands, water bodies, bedrock outcroppings, stone walls and all trees		
Location of containers and enclosures for storage and disposal of waste, recyclables and, where applicable, waste kitchen oil		
Number and location of parking spaces required		

**Building Plans** shall include accurate, scaled renderings of:

<b>Information</b>	<b>Included</b>	<b>Not Applicable</b>
Elevations, showing exterior facades indicating height, materials, architectural features and colors proposed.		
Floor Plans with dimensions showing schematic layout, use of interior spaces and means of egress		

**Management Plan:** Please see attached Management Plan Form.

**Landscape Plan:**

<b>Information</b>	<b>Included</b>	<b>Not Applicable</b>
Proposed vegetation to be planted, including street and shade trees, shrubs and other planting		
Parking lot screening, by species and type		
Existing vegetation of note		
Any intermittent or year-round streams, ponds or other wetlands		

**Lighting Plan** showing location and type of outdoor lighting and lighting fixtures, said lighting to be designed to minimize glare and light spillover onto adjacent properties, streets and the night sky

**Sign Plan:**

<b>Information</b>	<b>Included</b>	<b>Not Applicable</b>
Sign dimensions		
Sign color		
Sign graphics		
Sign placement		
Sign lettering		
Sign lighting		

The petitioner shall submit the application and accompanying documents outlined above to the Building Department, who shall file the application with the Town Clerk for certification.



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# **Fee Schedule**

**Effective: 6/14/2018**

Fees accompanying applications to the Board of Appeals shall conform to the schedule below. Please note that if a Special Permit or variance is granted, there is a \$75 dollar filing fee at the Franklin County Registry of Deeds.

### **Base Fee for Statutory Legal Notice Requirement- Varies**

In addition to ALL application fees, the Applicant will be billed for full cost of the legal advertisement. This cost is typically \$120-\$160. Checks for the legal advertisement shall be made out to the Greenfield Recorder. The legal advertisement fee must be paid in advance of the public hearing. Hearing will not be opened until legal advertisement is paid.

### **Special Permit for low impact uses- \$50 + Legal Notice Fee**

*Applications for/by owner-occupied single family and two family properties inclusive of the following:*

- Setback relief for single or two family property and accessory uses
- Reduction in lot area or frontage for single or two family properties where water and sewer exist
- Accessory apartments
- Home occupations
- Accessory ground mounted solar

### **Special Permit and/or Site Plan Review for all other uses-**

Non-residential \$150 + Legal Notice Fee

Multi-family and mixed use \$150 + \$25/ new dwelling unit + Legal Notice Fee

**Variance-** \$150 + Legal Notice Fee

**Appeal from a decision of the Building Inspector-** \$75+ Legal Notice Fee

**Amendment or modification to existing permit-** Same fee as use

**Comprehensive Permit-** \$575+ \$50/ new dwelling unit + Legal

- Public Agencies and non-profit organizations pursuing Local Initiative Program pursuant to 760 CMR 45.00- \$0 + Legal Notice Fee



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## **Management Plan Form**

The Rules and Regulations require that applicants submit a management plan as part of the process for most applications.

### **APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner:** \_\_\_\_\_

*(if different from applicant)*

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### **PROJECT INFORMATION:**

Project Address and Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amendment to previously approved management plan?

yes

no

### **INFORMATION REQUIRED FOR ALL PROJECTS:**

*(Attach additional sheets as necessary)*

Trash and recycling, including storage location, enclosure or screening, with frequency of pickup and name of hauling company, and responsible party to contact in case of complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking, including size and number of spaces, location, screening, provision for handicapped spaces:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lighting, including hours of illumination by location, types and wattage of fixtures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signage, including location, size, materials, and any illumination:

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Landscape Maintenance, including annual schedule of watering, fertilizing, mowing, pruning, leaf pick-up, and so forth, and maintenance and replacement schedule of site furnishings:

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Snow Removal, including name of contractor:

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**ADDITIONAL INFORMATION FOR SPECIFIC PROJECT TYPES (ATTACH ADDITIONAL SHEETS):**

**ADDITIONAL INFORMATION REQUIRED FOR MULTI-FAMILY PROPERTIES:**

- Number of units, existing and proposed
- Number of bedrooms, existing and proposed
- Number of tenants
- Owner-occupied?
- On-site manager?
- Copy of standard lease
- Noise management of tenants, parties, music, and any outdoor HVAC equipment
- Material, equipment, and large household goods storage
- On-site recreational facilities

**ADDITIONAL INFORMATION REQUIRED FOR NON RESIDENTIAL USES/ HOME OCCUPATIONS:**

- Type of business
- Number of Employees
- Hours of operation
- Deliveries to the site
- Equipment used/ Noise generated
- Material and equipment storage



# Zoning and Planning

## Request for Abutters List

**Complete this form for all public hearings required by MGL Chapter 40A (Zoning) and MGL Chapter 41 (Subdivision)**

This form will be forwarded by the Zoning Board Appeals or Planning Board, as appropriate to the Assessor's Office. The Assessors will provide a list certifying the names and addresses of abutters within **300** feet of the subject parcel(s) as of the time of the last assessment for taxation made by the Town of Montague.

Name of Owner of Record: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address of Subject parcel(s): \_\_\_\_\_

Assessors Parcel ID:            Map \_\_\_\_\_            Lot \_\_\_\_\_

You can find your Parcel ID here: <http://www.mainstreetmaps.com/ma/montague/public.asp>

Check here if you would like the abutters list emailed to you in .pdf format.

*Please allow ten days for Assessors Office to process the request.*

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**OFFICE USE ONLY:**

**Submitted Date:**  
**Submitted By:**

**Processed Date:**  
**Processed By:**