



# Town of Boylston – Zoning Board of Appeals

221 Main Street, Boylston MA 01505 \* Telephone (508) 869-0143 \* Fax (508) 869-6210

## Application for Special Permit

Name of Applicant (primary contact): \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Location of Property: \_\_\_\_\_

Boylston Assessor's Tax Map Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Deed Reference – Worcester County Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Plan Reference – Worcester County Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Zoning Designation \_\_\_\_\_

Treasurer/Collector's Certification: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check# \_\_\_\_\_

Date(s) of Public Hearing(s): \_\_\_\_\_

Decision of Zoning Board: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION PROCESS**

The Zoning Board of Appeals (ZBA) meets on an as-needed basis to hear applications on the following:

**Comprehensive Permit**

**Special Permit**

**Variance**

**Extensions of Time**

**Findings (public hearing required, no advertisement required)**

Applications must **first** be submitted electronically to the Town Planner (see contact info below), who will review the application for completeness in consultation with the ZBA Chair.

**PLEASE DO NOT SUBMIT HARD COPIES OF ANY APPLICATION MATERIALS  
UNTIL DIRECTED TO DO SO BY TOWN STAFF.**

Once the Application is determined to be complete, applicants will submit hard copies of the signed application forms, supporting plans and materials, and fee payment to the Zoning Board of Appeals, Boylston Town Hall, 221 Main Street, Boylston, MA 01505 (email: [ngardner@boylston-ma.gov](mailto:ngardner@boylston-ma.gov)). The number and size of the hard copies to be submitted will be determined by the Town Planner. *Please note that full-size plans must be folded, not rolled.*

The Applicant must obtain certification from the Treasurer/Collector's Office that they are up to date with all Boylston taxes and fees.

The Applicant must also obtain a certified abutters list from the Assessor's Office if a public hearing is required and provide a copy of the abutters list along with the application package.

The Town will produce and place the public notification in the Telegram and Gazette and bill the applicant for the associated fee.

The Applicant will be responsible for sending the notification to the abutters by certified mail with return receipt and then provide proof of notification to the ZBA.

**For any questions or to submit an application for review, contact:**

***Paul Dell'Aquila, AICP***

***Land Use and Inspectional Services Director/Town Planner***

***Phone: 508-869-0143 ext. 239***

***Email: [pdellaquila@boylston-ma.gov](mailto:pdellaquila@boylston-ma.gov)***

**TYPE OF SPECIAL PERMIT (Check One)**

- Commercial/Industrial**
- Residential**
- Other: \_\_\_\_\_**

**PROPOSAL DESCRIPTION**

The applicant seeks to (Describe what you want to do on the property in as much detail as possible):

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Are you aware if this property has been previously granted approvals from any Town Board or Commission? If so, please list (Provide dates of previous approvals, book and page numbers, and/or certificate numbers of any recorded decisions and/or recorded/registered land. Also, please provide copies of previous recorded decisions:

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Does the structure, lot, or use otherwise conform with the current Boylston Zoning Bylaw? If not, please specify when the structure, lot, or use first became non-conforming. Provide evidence that shows the size of the structure of the date of first non-conformance. Additionally, list and describe all additions to the structure or changes to the lot or use subsequent to the first non-conformance.

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List any additional information relevant to the requested Special Permit(s)

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## REQUIRED FINDINGS OF FACT

**In the spaces below, please explain how the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town with respect to each of the following considerations per Section 11.04.06 of the Boylston Zoning Bylaw. *Attach additional supporting documentation as necessary.***

1. Describe the Social, Economic, or Community Needs which are served by the proposal:

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2. Describe how Traffic Flow and Safety, including Parking and Loading, is affected by the proposal:

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3. Describe the Adequacy of Utilities and other Public Services serving this proposal:

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4. Describe how the surrounding Neighborhood's Character and Social Structures will be affected by this proposal:

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5. Describe the proposal's Impacts on the Natural Environment:

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6. Describe the proposal's Potential Fiscal Impact, including impact on Town services, tax base, and employment:

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## **NEXT STEPS AFTER APPROVAL**

**1) Obtain a CERTIFIED COPY of the approved DECISION from the Boylston TOWN CLERK's office:**

Notice of the decision is distributed to the applicant and abutters and will contain the date of filing with the Town Clerk. After the 20-day appeal period (beginning the date the decision was first filed with the Town Clerk's office) has expired, the applicant may obtain a certified copy of the approved decision from the Town Clerk. *Note: The certified decision will state if an appeal was filed against the project.*

Boylston Town Clerk, Town Hall, 211 Main Street, Boylston, MA 01505  
Hours: Monday- Thursday 8:00am - 2:00pm & Monday evenings 6:00pm – 8:00;  
Closed on State or Federal Holidays; 508-869-2234 or [dporter@boylston-ma.gov](mailto:dporter@boylston-ma.gov)

**2) RECORD the CERTIFIED COPY of the approved DECISION at the REGISTRY OF DEEDS (prior to use):**

Provided there has been no appeal, you must bring the certified copy of the decision to the Worcester District Registry of Deeds and have the decision recorded against the property's title/deed for the decision to be valid.

Worcester District Registry of Deeds, 90 Front Street, Suite C201, Worcester, MA 01608  
Recording Hours: Monday – Friday 9 am to 4 pm; Closed on State or Federal Holidays  
508-368-7000 or <https://massrods.com/worcester/>

**Note: Your Decision MUST BE RECORDED PRIOR TO USE of any approved Special Permit(s)**

**3) Satisfy any CONDITIONS of approval, if applicable:**

**If your petition is approved with conditions requiring revised plans or supplemental information, all final revised plans and associated information must be received and approved by the Department of Land Use and Inspectional Services prior to issuance of a building and/or occupancy permit. Conditions of Approval may additionally require submission of documentation during or after completion of construction. It is the applicant/owner's responsibility to be aware of the conditions of approval to ensure that they comply with the conditions to avoid delays in issuance of permits and/or enforcement actions for non-compliance.**

If you are unsure of the conditions of your application's approval, please contact the **Department of Land Use and Inspectional Services** for clarification. These are included in the decision (generally toward the end of the document before the signature page).

**4) Begin USE/CONSTRUCTION as permitted by the Decision ONLY AFTER Receipt of appropriate Permits from Other Town Departments (Building Department, Board of Health, etc.).**

***Note: The Town of Boylston, by this document, does not provide legal advice.  
Questions about Special Permits should be directed to your legal counsel.***

## **OTHER QUESTIONS**

### **When Will My Special Permit EXPIRE?**

Per Massachusetts General Law, Ch. 40A, §9 and the Boylston Zoning Bylaw, the rights authorized by a Special Permit are valid for two (2) year from the date the decision was filed with the Town Clerk. Two (2) years after filing of the decision with the Town Clerk, the Special Permit will expire unless it has been acted/relied upon (e.g. building permit submitted, construction commenced, etc.). Questions about permit validity and what constitutes “action” in a particular case should be directed to the Town Planner at [pdellaquila@boylston-ma.gov](mailto:pdellaquila@boylston-ma.gov) or 508-869-0143 x239.

### **How Do I EXTEND the Rights Granted by my Special Permit?**

One may apply for an **Extension of Time** for an approved Special Permit which has not been acted upon and will otherwise expire. An **Extension of Time application must be filed** with the Zoning Board of Appeals **within two (2) years of the date of final action (date of filing with the Town Clerk)**. The ZBA may extend the rights of the Special Permit for a maximum of six (6) months upon the filing of an extension request (new notice to abutters, public hearing, and decision by the Board). *Note: If an approval has expired it cannot later be extended, it must instead be newly considered.*

Applications for an Extension of Time for a Special Permit granted by the ZBA is available here: <https://www.boylston-ma.gov/zoning-board-appeals>

### **What Happens if My Special Permit EXPIRES?**

**Expired Permits:** After expiration, Special Permit(s) may only be re-established through submission of a new filing to the Zoning Board of Appeals. *Note: a new filing consists of the same process as the original application filing (i.e., notification to abutters, a public hearing, and the ZBA reconsidering said relief, pursuant to the Boylston Zoning Bylaw).*

**New Filings:** A copy of the most current Special Permit Application is available here: <https://www.boylston-ma.gov/zoning-board-appeals>

### **Other Resources:**

The Town of Boylston Zoning Bylaws and Zoning Map are available online on the ZBA’s webpage: <https://www.boylston-ma.gov/zoning-board-appeals>