



PERMIT APPLICATION FORM
 Planning Board and Zoning Board of Appeals
 149 Main Street
 Watertown, MA 0247
 (617) 972-6427
www.watertown-ma.gov

TO BE COMPLETED BY STAFF

Case Number:	Notice to Applicant: An application may be denied for outstanding taxes or charges to the Town (<i>Watertown Ordinance, Chapter XVII</i>). Upon deeming the submittal complete , the application will be stamped/filed at the Town Clerk's office by DCD&P Staff.	Town Clerk Stamp Required
<input type="checkbox"/> Fees received:		
<input type="checkbox"/> Complete submittal:		

X _____ Date: _____
Town Treasurer's Approval (As required by Ch. 40, Section 57)

TO BE COMPLETED BY APPLICANT

Site Address:	List application requests below: Special Permit (SP) <input type="checkbox"/> Variance (V) <input type="checkbox"/> Site Plan Review (SR) <input type="checkbox"/> SP/SR <input type="checkbox"/> Special Permit Finding (SPF) <input type="checkbox"/> For an amendment to previous relief, provide case #s: SR (Site Plan Review) meeting date, if required:
Parcel ID #s:	
Zoning District:	
Petitioner(s):	Phone:
Address:	Email:
Signature(s):	Date:
Owner(s):	Phone:
Address:	Email:
Signature(s):	Date:
Agent:	Phone/Email:
Other Contacts:	Phone/Email:

The Petitioner must be the fee simple owner or hold sufficient "interest" in the subject property (in which case evidence must be provided as to the nature of the property interest and the fee owner shall co-sign this application. For legal entities such as corporations, LLC, etc, list the type and legal status of ownership, the name of trustees/officer members, their affiliation and contact information..

NATURE OF REQUEST

Applicable Sections of Zoning Ordinance (Specify Section(s) of the ZONING ORDINANCE from which relief is sought):

Brief description of the project as it relates to the zoning relief requested—Include existing dimensions, proposed dimensions, and any non-conformities that exist:

SUBMITTAL REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/> Signed Applications (3 original & 17 copies)
<input type="checkbox"/> Written Supporting Statement (20 Copies)
<input type="checkbox"/> Release/Indemnification Waiver (1 copy signed)
<input type="checkbox"/> Newspaper Billing Authorization Form (1 copy signed)
<input type="checkbox"/> Any additional information relevant for review | <input type="checkbox"/> Full Set of Plans, collated (20 Copies and PDF version) <ol style="list-style-type: none"> 1. Certified Plot Plan (for all applications) 2. Architectural Drawings (Floor, Elevations, etc. if applicable) 3. Grading/Drainage Plan (if applicable) 4. Roof Plan (if applicable) 5. Parking/Circulation Plan (if applicable) 6. Landscape Plan (if applicable) 7. Site Utility Plan (if applicable) 8. Lighting Plan (if applicable) |
|---|---|

NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS ARE SUBMITTED.

FILL IN THE APPLICABLE PROJECT DATA BELOW

Data	Required	Existing	Proposed	Staff Comments
A. Use (Article V, WZO)				
B. Dwelling Units				
C. Lot Size				
D. Front Yard Setback				
E. Rear Yard Setback				
F. Side Yard Setback (left)				
G. Side Yard Setback (right)				
H. Building Coverage				
I. Impervious Coverage				
J. Height/# of Stories				
K. Lot Area per Unit				
L. Gross Floor Area				
M. Floor Area Ratio (FAR)				
N. Open Space				
O. Parking Spaces				
Other data:				

THIS APPLICATION MUST BE SUBMITTED IN PERSON TO THE ZONING OFFICE ON THE 2ND FLOOR OF THE TOWN ADMINISTRATION BUILDING.

The ZONING ORDINANCE can be found online at: www.watertown-ma.gov

Written Supporting Statement

Petition for Special Permit Finding(s) Sec. 4.06 (a) *(project must meet the following criterion)*

1. Is the proposed change substantially more detrimental than the existing non-conforming use, structure, or building to the neighborhood? YES/NO, Explain why.

Petition for Special Permit(s)/Amendment Sec. 9.05 (b) *(project must meet all of the following criteria)*

1. Is the subject site an appropriate location for such use, structure, and/or condition? YES/NO, Explain.
2. Will the proposed use/structures adversely affect the neighborhood? YES/NO, Explain.
3. Is there potential for nuisance or serious hazards to vehicle or pedestrians? YES/NO, Explain.
4. Will adequate and appropriate facilities be provided for the proper operation of the proposed use? YES/NO, Explain.

Petition for Variance(s)/Amendment Sec. 9.14 (b) *(project must meet all of the following criteria for a variance)*

1. Is the variance being sought due to circumstances related to the soil conditions, shape, or topography of such land or structures, and especially affecting such land or structures but not affecting generally the zoning district in which it is located? YES/NO, Explain.
2. Would enforcement of the Zoning Ordinance involve substantial hardship, financial or other? YES/NO, Explain.
3. Would granting of the desired relief be a substantial detriment to the public good? YES/NO, Explain.
4. Would granting the desired relief nullify or substantially derogate from the intent of this Zoning Ordinance? YES/NO, Explain.

IF NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER TO THIS APPLICATION

ADDITIONAL SPACE FOR SUBMITTAL

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**Permission To Inspect Premises With
RELEASE, INDEMNIFICATION, AND WAIVER
For An Individual**

I, _____ of _____ and my successors and assigns, give and extend to the Zoning Board of Appeals of Watertown and to the Town of Watertown, a municipality in the County of Middlesex and the Commonwealth of Massachusetts, my express permission to come onto the premises owned by, occupied by or under the control of the above named individual, to any member or agent of the Zoning Board of Appeals, Planning Board or respective staff members of Watertown for the purpose of conducting an inspection of the premises which has been brought to the attention of the Zoning Board of Appeals or Planning Board of Watertown as a result of the petition that I have placed before it. The permission to conduct an inspection shall extend for the full time period during which the petition before the respective Boards of Watertown is pending and any related period of decision. I hereby forever discharge and release and will at all times, defend and save and hold harmless the Town of Watertown, the members of the Zoning Board of Appeals and Planning Board, and any of the officers, employees, and agents of either who direct or conduct said inspections from any and all claims, demands, civil action, suits, liabilities, judgments, or damages of any kind, including but not limited to those for alleged trespass, invasion of privacy or warrantless search, in any way arising out of any inspection by the Respective Board members or their agents or the Town's agents, and hereby waive any and all claims that I may now have or may ever have against the Town or any of its officers, employees or agents for such inspections.

I further state that I carefully read the foregoing Permission with Release, Indemnification, and Waiver and know the contents thereof, and I sign the same as my own free act.

In witness whereof, I have hereunto set my hand this _____ day of _____, 20____

Signature

Petitioner's Name and Address

COMMONWEALTH OF MASSACHUSETTS - County of Middlesex, ss.

On this the _____ day of _____, _____, before me, _____,
Day Month Year Name of Notary Public

Personally appeared: _____
Name(s) of Signer(s)

Proved to me through satisfactory evidence of identity, which was/were:

Description of Evidence of Identity

To be the person(s) whose name(s) was/were signed on the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her/their knowledge and belief.

Signature of Notary Public

Printed Name of Notary

My Commission Expires: _____

Place Notary Seal Above



TOWN OF WATERTOWN
Community Development & Planning
149 Main Street
Watertown, MA 02472

(617) 972-6417
FAX (617) 972-6484
www.ci.watertown.ma.us

Authorization Form

To: Debra Dillon, Legal Advertising Department
Community Newspapers (Watertown Tab)

From: Watertown Zoning Board of Appeals – Louise Civetti
Watertown Planning Office

RE: Billing Authorization Form

I hereby authorize Community Newspaper Company to bill me directly for the attached Legal Notice(s) to be published for two consecutive weeks in the Watertown Tab on the following dates: _____ and _____ for the property located at: _____, Watertown, MA.

Bill To: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Signature

Date

Attachment

CC: Petitioner
Planning Office