



**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:	<b>Notice to Applicant:</b> An application may be denied for outstanding taxes or charges to the Town ( <i>Watertown Ordinance, Chapter XVII</i> ). Upon deeming the submittal <b>complete</b> , 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**

<b>Site Address:</b>	<b>List application requests below:</b> 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"/>
<b>Parcel ID #s:</b>	
<b>Zoning District:</b>	

For an **amendment** to previous relief, provide case #s:  
 SR (Site Plan Review) meeting date, if required:

<b>Petitioner(s):</b>	Phone:
Address:	Email:
Signature(s):	Date:
<b>Owner(s):</b>	Phone:
Address:	Email:
Signature(s):	Date:
<b>Agent:</b>	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):

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

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**THIS APPLICATION MUST BE SUBMITTED IN PERSON TO THE ZONING OFFICE**

*The ZONING ORDINANCE can be found online at: [www.watertown-ma.gov](http://www.watertown-ma.gov)*

## SUBMITTAL REQUIREMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> Signed Applications (3 original & 17 copies)<br><input type="checkbox"/> Written Supporting Statement (20 Copies)<br><input type="checkbox"/> Release/Indemnification Waiver (1 copy signed)<br><input type="checkbox"/> Newspaper Billing Authorization Form (1 copy signed)<br><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"> <li>1. Certified Plot Plan (for all applications)</li> <li>2. Architectural Drawings (Floor, Elevations, etc. if applicable)</li> <li>3. Grading/Drainage Plan (if applicable)</li> <li>4. Roof Plan (if applicable)</li> <li>5. Parking/Circulation Plan (if applicable)</li> <li>6. Landscape Plan (if applicable)</li> <li>7. Site Utility Plan (if applicable)</li> <li>8. Lighting Plan (if applicable)</li> </ol> |
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**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](http://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**

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

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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 except for such matters arising from gross negligence or willful misconduct of such parties, which matters are not discharged, released or waived.

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 Printed 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**  
Department of Community Development & Planning  
149 Main Street  
Watertown, MA 02472  
www.watertown-ma.gov

## Authorization Form

To: Legal Advertising Department  
Community Newspapers (Watertown Tab)

From: Joshua Manion, Clerk 617-972-6427  
Watertown Zoning Board of Appeals

RE: Billing Authorization Form

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In accordance with Massachusetts General Laws (MGL), c. 40A, §11, which reads in part,  
"Notice shall be given by publication in a newspaper of general circulation in the city or town once in each  
of two successive weeks, the first publication to be not less than fourteen days before the day of the hearing...".

I hereby authorize Community Newspaper Company/Gatehouse Media New England  
to bill me directly for the attached Legal Notice(s) to be published for two successive  
weeks in the Watertown Tab on the following dates:

\_\_\_\_\_ and \_\_\_\_\_

for the property located at: \_\_\_\_\_, Watertown, MA.

I understand that Gatehouse Media may require **prepayment** for this ad.

**Please print legibly**

Bill To: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

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Signature

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Date