

Southampton Zoning Board of Appeals Application Instructions

In order to process your application with as few delays as possible, all of the following information must be provided to the Clerk of the Zoning Board of Appeals.

The application form which can be obtained at the Town Clerk's office, should be typed or printed legibly, signed and completed in full.

Do not date this application! The Town Clerk will do so on receipt of the completed application and required materials.

In addition to the application you must also provide:

1. A check for the filing fee made out to the Town of Southampton in the proper amount as specified by the ZBA Clerk. This check is no guarantee that the *Special Permit* or *Variance* will be granted.
2. Four (4) copies of your plot plan drawn to scale. This plan must show, among other things, all existing and proposed building, structures, parking spaces, driveways, service areas, facilities for sewerage, surface water drainage, etc. It should also show landscape features such as fences, walls, planting areas, boundary lines, abutters, distances to abutters and the name and location of any street or crossroads bordering or touching the property.
3. An electronic file to be emailed to the ZBA clerk within 2 business days from the receipt of the application
4. A certified list of abutters (available from the Assessor's Office)
5. Any correspondence from the Building Inspector/Zoning Enforcement Officer
6. In applying for a **variance or special permit**, a statement should be included stating that all requirements as stated in Massachusetts General Law have been satisfied, with as much detailed information as possible as to how each requirement is satisfied:

VARIANCE

- a. That the existence of unique physical conditions exist on the land, which do not exist on any other parcel in the area;
- b. That literal enforcement of the ordinance creates a substantial financial hardship, or otherwise;
- c. That the Board can grant the variance without substantial determinant to the public good and will not nullify the existence of the ordinance.

SPECIAL PERMIT

- a. That the use is in harmony with the purpose of the by-laws;
- b. That the requested use is not detrimental to the public convenience or welfare;
- c. That the requested use will not create undue traffic congestion or unduly impair pedestrian safety;
- d. That the requested use will not overload any public water, drainage or sewer system or any other municipal system, or will cause hazards affecting health, safety or the general welfare of the public good

Your application will be processed only after receipt of the completed application and all items specified in these instructions.

A copy of Southampton's Zoning By-laws is available on the Town's website and from the Town Clerk for \$10.00