

Received by Town Clerk's Office:

Town of Pembroke  
Board of Zoning and Building Appeals  
781-293-4675

Case Number:

**APPLICANT** (Name/Mailing Address): \_\_\_\_\_

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

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

**PROPERTY OWNER** (Include mailing address if different from the applicant):

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

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

Application/Petition Type – Check Appropriate Box

- ☐ Special Permit
- ☐ Variance
- ☐ Notice of appeal from Order or Decision of Building Inspector

**PROPERTY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**ASSESSOR'S MAP & LOT NUMBERS:** \_\_\_\_\_

**ZONING DISTRICT(S) OF PROPERTY** (circle all districts the property is located in)

RESIDENTIAL A

BUSINESS A

BUSINESS B

INDUSTRIAL A

INDUSTRIAL B

CENTER PROTECTION

HISTORIC

RESIDENTIAL-COMMERCIAL

ADULT USE OVERLAY

MEDICAL MARIJUANA OVERLAY

WATER RESOURCE/GROUNDWATER PROTECTION

- ☐ **Is this filing related to a current or pending filing before another Town Board or Department? If so, check box and provide reference information for such filing(s).**

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**SECTION(S) OF BYLAW** (from which relief/special permit is requested):

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**REASON FOR APPLICATION** (provide explanation): \_\_\_\_\_

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**Signature of Applicant:** \_\_\_\_\_

**Signature of Owner** (if different from applicant): \_\_\_\_\_

ZONING BOARD OF APPEALS / PEMBROKE, MA 02359

**Directions for Filing a Petition with the Zoning Board of Appeals**

*These directions must be followed carefully. Incomplete applications cannot be accepted.*

1. The application form is available online or in the Planning Board Office at town hall.
2. Fill out the application form carefully. If you need assistance or have any questions, contact the Planning Board Office (town hall room 12 / phone 781-709-1433).
3. Request a certified abutters list from the Assessors' Office (town hall room 14). The cost is \$25. Please be aware that it may take up to 10 business days for the Assessors' Office to create the certified abutters list. (Note: If the property is within 300 feet of the town's border, then you also must contact the Assessors' Office of the adjacent town and obtain a certified abutters list from them.)
4. Make a petition package of the following items:
  - A. Completed application form.
  - B. Certified abutters list. Be sure to include all the documents the Assessors' Office gave you.
  - C. Drawings that clearly show what is being proposed. Four copies of the drawings must be submitted. The drawings should consist of the following:
    - For a single-family or two-family house: You should submit floor plans of every floor in the house. You also should submit a map or plot plan that shows the entire property, including the location of the house, other structures, driveway, other paved areas, and property lines. The drawings can be sketches and don't need to be professionally drafted, but they must be clear, thorough and accurate. All four copies of the drawings must be 11"x17" in size.
    - For a larger project: You should submit complete drawings as appropriate for the project. The drawings must be drafted and stamped by an engineer, architect, landscape architect or other qualified professional. One copy of the drawings must be 24"x36" in size, and the other three copies must be 11"x17" in size.
  - D. Photographs of the existing building and/or property, taken from all four sides. These should be 8.5"x11" in size.
  - E. Check made payable to "Town of Pembroke" in the amount indicated on the fee schedule.
5. Bring the petition package to the Planning Board Office (town hall room 12). The public hearing with the Zoning Board of Appeals will typically be scheduled for about 4-8 weeks after the petition package is received.