

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).**

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

REASON FOR APPLICATION (provide explanation): _____

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 at the Planning Board Office (town hall room 12).
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.
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 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 project other than a single-family house: 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.