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): ___________________________________
Procedure for Filing a Petition with the Zoning Board of Appeals

1. The application form is available from the Planning Board Office (Room 12).

2. Fill out the application form, describing your request. If you need assistance or have any questions, contact Matthew Heins in the Planning Board Office (Room 12 / phone 781-709-1433) or Angela Sestito in the Selectmen’s Office (Room 10 / phone 781-709-1436).

3. Request a certified abutters list from the Assessors’ Office (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 consisting of:
   
   A. Completed application form.

   B. Certified abutters list.

   C. Drawings that clearly show what is being proposed. Four copies of the drawings must be submitted.

   - For single-family houses and other small projects, the drawings can be sketches, provided they are clear, thorough and accurate. It is not required that the drawings be professionally drafted. All four copies of the drawings must be 11”x17” in size.

   - For larger projects (generally anything bigger than a single-family house), 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 can 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 (Room 12).