

**TOWN OF HUNTINGTON**

Application for Special Permit ( ), Variance ( ), Bldg. Inspector/ZEO Appeal ( )

<b>Town Use Only (Official Date Stamp below)</b>	
Received by ZBA/PB:	Received by Town Clerk:
Received by Board of Selectmen:	

1. Application is hereby made to ( ) Zoning Board of Appeals ( ) Planning Board ( ) Board of Selectmen. (Applications for permits for common driveways, wireless communication facilities, and cluster zoning are made to the Planning Board; all other above listed applications [Special Permit, Variance, Bldg. Inspector/ZEO Appeal] should be made to the Zoning Board of Appeals). This application form is not used for Subdivision.
2. Name of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(If applicant is a corporation or partnership – is a copy of condition or similar document attached?)  
Y/N \_\_\_\_\_
3. Applicant is: ( ) Owner ( ) Contract Purchaser ( ) Lessee ( ) Tenant in Possession ( ) Other
4. Owner of property (if different from Applicant):  
\_\_\_\_\_  
Address \_\_\_\_\_
5. Location of property: \_\_\_\_\_ Zone \_\_\_\_\_
6. Zoning (Assessors) Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_  
Registry of Deeds Book and Page No. \_\_\_\_\_  
*(Required for filing Board's decision)*
7. Description of proposed work, use, or reasons for appealing the ZEO decision:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Land Area (acres or square footage): \_\_\_\_\_ Town Road Lot Frontage: \_\_\_\_\_  
Any portion in the floodplain? \_\_\_\_\_
9. Application is made under Section(s) \_\_\_\_\_ of the Zoning bylaw.
10. Site Plans (6+ copies + mylar, if applicable) attached \_\_\_\_\_ Certified Abutters list attached \_\_\_\_\_
11. Fee(s) enclosed \_\_\_\_\_.
12. I hereby certify that the information above and on the Site Plan is correct to the best of my knowledge and permission is granted for a site inspection.

**Applicant's SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_.

**Instructions:** The application (including Appeals) is used to schedule required public hearings and is not deemed complete until all required submissions, including Site Plans, certified abutter's list, and fee(s) have been gathered and submitted to the Town Clerk. The Town Clerk will date/time stamp the application and forward the application to the appropriate Board. Applicant should consult issuing Board to see if additional information is required. **If the application is deemed incomplete by the Board, the "clock will stop" until the application is deemed complete.**

The Site Plan is to be drawn as nearly to scale as possible (typically 1"=40'.) The Site Plan should include among other things: lot dimensions, public way frontage, current and proposed applicable setbacks, existing and proposed buildings, structures, signs, lighting plans, driveway openings, driveways, service areas, other open uses, sewerage facilities, sewerage lines, refuse and other waste disposal, surface water drainage, and landscape features such as fences, walls, planted areas, and walks.

The abutters list shall include all abutters and all abutters to abutters, any of whose land lies within 300 feet of the property seeking the Special Permit, Variance, or Appeal to Building Inspector/ZEO decision. This information can be obtained with the assistance of the Board of Assessors and the Board of Assessors must certify the list. **Applicant must provide at least six (6) copies of the entire application (+ mylar, if applicable).**

Fee(s) are used to cover Return Receipt Certified Mail charges to applicant and abutters\*, newspaper advertisements for public hearings and other Board requirements, and Board expenses.

# Of abutters \*: \_\_\_\_\_ + 2 (for Applicant) x current Return Receipt Certified Mail charge = \_\_\_\_\_ + current first class postage charge x 8 (8 abutting towns) = \_\_\_\_\_ . (If confused, contact SPGA)

Money Order or Check\*\* payable to **USPS.**

# Of abutters \*: \_\_\_\_\_ + 8 (8 abutting towns) x current first class postage charge = \_\_\_\_\_ .

(If confused, contact SPGA) Money Order or Check\*\* payable to **USPS.**

Wireless Communication Facilities' Application Fee (Sec IV Q, Huntington Zoning Bylaw) = \$ 150.

All other Special Permit/Variance/Building Inspector Appeal/ZEO Appeal application fees \$ 50. + \$1.00 per abutter.

Make checks for application fee payable to **Town of Huntington.**

\* Abutters and abutters to abutters within 300 feet. Abutters living outside the United States cannot be sent certified mail and need not be counted when calculating the fees necessary to complete the application. In addition, any abutter listed more than one time on the Assessors certified list of abutters will be sent only one certified letter and need only be counted once when calculating the fees necessary to complete the application. Please also include 2 sets of mailing labels of the abutters list + applicant.

\*\* Postage fee payment instrument must be filled out in entirety by applicant, including note specifying "Postage fee for Town of Huntington" with name of board (ie: Postage fee for Town of Huntington Planning Board).

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