



# TOWN OF STERLING

## ZONING BOARD OF APPEALS

Butterick Building  
1 Park Street \* Sterling, Massachusetts 01564

Bus: (978) 422-8111 x2301 \* FAX (978) 422-0289

## COMPREHENSIVE PERMIT - APPEALS PROCESS

### **INSTRUCTIONS**

1. Filing Process
2. Specification for Plans
3. Additional Information and Procedures for Comprehensive Permit
4. Fees

Form 1 Petition Cover Sheet

Form 2c Request for Findings of Fact in Connection with a Petition for a COMPREHENSIVE PERMIT

Form 3 Certified List of Abutters and Planning Boards

### **GENERAL INFORMATION**

The following instructions, forms, and information are designed to assist petitioners seeking relief from the provisions of existing zoning bylaws by grant of a Variance or Special Permit or filing an application for a Comprehensive Permit. The Zoning Board of Appeals (ZBA) has made an effort to conform to the procedural and substantive requirements prescribed by Article 6.2, "Board of Appeals," and Article 6.3, "Special Permits" of the Town of Sterling Protective Bylaws and Chapters 40A and 40B of the Massachusetts General Laws (MGL). Although references are made to certain sections of the Bylaws and the MGL, the information contained herein is not an exhaustive commentary on the laws governing the use of property in the Town of Sterling. Therefore, the PETITIONER IS ADVISED TO REVIEW THE LAW AND/OR SEEK ADVICE OF LEGAL COUNSEL OR OTHER CONSULTANTS prior to filing a petition for relief. IT IS PETITIONER'S RESPONSIBILITY TO PROVIDE ACCURATE INFORMATION ON THE FORMS AND TO THE ZBA.

### **NOTICE OF HEARING**

Due notice of the Hearing date will be given to petitioners, abutters and other parties of interest. An applicant may appear personally and/or with representation by a duly authorized attorney or agent. The applicant will be given the opportunity to present witnesses and evidence. Persons appearing in opposition will be given an opportunity to be heard. In the event of the unexcused absence of the applicant or his/her representative at the hearing, the Board may issue a decision based on all information submitted and available.

**NOTE: THE ZBA NORMALLY MEETS ON THE SECOND TUESDAY OF EACH MONTH**

# **INSTRUCTIONS**

## **1. FILING PROCESS**

- a. **Documents:** Petitioner must complete the following forms (as accurately as possible) and file with the office of the Zoning Board of Appeals. If the petition is for an Administrative Appeal it must be filed within 30 (thirty) days of the decision which is being appealed.

### **Required Forms:**

- (1) Petition Cover Sheet – Form 1
- (2) Applicable Petition Details (Please choose relevant form as per your petition.)
  - a. Form 2c: Request for Findings of Fact in Connection with a Petition for a COMPREHENSIVE PERMIT
  - b. Form 3: Certified List of Abutters and Planning Boards
- (3) Plans per **SPECIFICATION FOR PLANS** (See following page for detailed description.)
- (4) Other documentation relevant to the petition (i.e. letter of denial from Building Inspector, etc.)
- (5) Applicable Fees: Please provide a check for the application fee and postage made payable to “The Town of Sterling.” **First class and/or certified postage (your choice) for each abutter and the applicant. Current postage is \$8.53 each for certified/return receipt and \$.63 each regular postage.**

## **b. Filing Procedure for ZBA Hearings**

### **(1) Petitioner**

#### **Before the Hearing**

- complete the petition documentation completely, accurately and legibly
- file the completed petition with the ZBA office during regular office hours a minimum of 35 days prior to the scheduled ZBA meeting (see dates on ZBA webpage). Note: If the above procedures are not followed or if the petition is incomplete, the hearing will be delayed
- file an appeal of Building Inspector orders within thirty (30) days of the date of the order, decision or action. Include a copy of the letter of notice from the Building Inspector as an attachment to the application. (MGL 40A §15)
- provide the original application to the ZBA office, **plus** 8 full copies (total of 9) for ZBA, Planning Board, Board of Health, Conservation Commission, Building Inspector, Department of Public Works, Police Chief, and Fire Chief. (ZBA will distribute applications to appropriate department heads.)

#### **After the Hearing**

- if denied: you may appeal the ZBA decision to the appropriate Massachusetts Court within the 20 day Appeal period
- if granted: file and record certified Variance decision as an Attachment to the deed of the property at the Registry of Deeds in Worcester after the 20 day Appeal period
- file and record certified Special Permit decisions at the Registry of Deeds in Worcester after the 20 day Appeal period.

### **(2) Town Clerk**

- receive and date/time stamp the original application and all copies (after submittal to ZBA)
- maintain the original application on file for public inspection
- post a notice of hearing at the Town Hall
- hold ZBA decision on file for a period of 20 days
- certify ZBA decisions, if no appeal is filed at the end of the 20 day Appeal period

**(3) ZBA Administrative Assistant**

- check application for completeness and inform applicant of any missing information
- prepare and send the legal notice for publication in the newspaper
- prepare and send the abutter notices to applicant, abutters, and all Parties in Interest
- distribute the application copies to ZBA members, town boards and officials as noted above
- give the check to the Town Treasurer and provide a copy of receipt to the Town Accountant
- provide full copy of application and notice for Town Clerk to maintain
- record the proceedings of the hearing
- prepare ZBA decision within 14 days of the action to be filed with Town Clerk
- notify the owner and to the applicant, if other than the owner, and interested parties of ZBA decision

**(4) Zoning Board Appeals**

- at duly announced open public meeting, hear the applicant plead the case
- at open meeting determine and assess any additional fees for engineering, legal and/or consultant expense
- deliberate decision based on information documented in the application and presented at the hearing, the requirements of the Bylaws, and the provisions of MGL
- In most cases, make a decision immediately following the closing of the hearing.  
If a decision is not reached at the hearing, it will be made at an open meeting of the ZBA as follows:
  - (a) decision for a Variance will be made within 100 days of the date of filing of the petition with the Town Clerk
  - (b) decision for a Special Permit will be made within 90 days of the date of hearing.

**2. SPECIFICATION FOR PLANS**

Each application, petition or appeal shall be accompanied by a plan of at least 8.5" x 11" or 11" x 17", drawn to a scale of 1" equals 40', or an appropriate legible size, containing the following information:

- Assessors map and lot number (Parcel ID)
- An accurate instrument survey showing all structures, adjacent roadways and lot lines, signed by a professional land surveyor or a professional engineer
- Property lines and boundaries
- Name and address of owner of record
- Names and location of adjacent streets
- North arrow and scale
- Zoning District and any zone lines in vicinity
- Existing and proposed buildings or additions including number of stories and height of all structures
- Plan(s) of any buildings or proposed buildings and all information pertinent to the application to include elevations and floor plans for new or remodeled construction
- Paved areas, existing and proposed parking or loading spaces
- Existing utility lines including septic, sewer, and underground structures
- Location of structures on adjoining property
- Lot area and dimensions, including setbacks where new construction or additions are proposed
- Detailed elevations for standing signs
- Other information as required in the Zoning Bylaws unique to the type of relief being sought (i.e. Special Permits, Variances, and uses requiring site plan review.)
- Comprehensive Permits may require a detailed plan and data map and/or plot plan of the subject parcel of land with existing or proposed building(s) clearly indicated.

### **3. ADDITIONAL INFORMATION AND PROCEDURES FOR COMPREHENSIVE PERMIT**

- a. When reviewing an application for, or when conducting inspections in relation to a Comprehensive Permit application, the ZBA may determine that the assistance of outside consultants is warranted due to the size, scale, or complexity of a proposed project, because of a project's potential impacts or because the Town lacks the necessary expertise to perform the work related to the Comprehensive Permit application. Whenever possible, the ZBA shall work cooperatively with the applicant to identify appropriate consultants and to negotiate payment of the consultant fees. Alternatively, the ZBA may by majority vote, require that the Applicant pay reasonable "project review fee" of a sufficient sum to enable the ZBA to retain consultants chosen by the ZBA alone. The ZBA may require that an applicant deposit a lump sum in order to retain consultants. In the event that such sum is insufficient to fund the necessary consulting services, the ZBA may require additional deposits.
- b. In hiring outside consultants, the ZBA may engage engineers, scientists, financial analysts, planners, lawyers, urban designers, or other appropriate professionals who can assist the ZBA in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, and, to the extent permitted by state law, monitoring or inspecting a project or site for compliance with the ZBA's decision or regulations, or inspecting a project during construction or implementation.
- c. Funds received by the ZBA pursuant to this section shall be deposited with the Town Treasurer who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the ZBA without further appropriation. Expenditures from this special account shall be made only for services rendered in connection with a special project or projects for which a project review fee has been, or will be collected from the applicant. Accrued interest may also be spent for this purpose. Failure of an applicant to pay a review fee shall be grounds for denial of the Comprehensive Permit application. The account established shall be in accordance with MGL, Chapter 44, §53G.
- d. At the completion of the ZBA's review of a project, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the ZBA with documentation establishing such succession in interest.
- e. Any applicant may take an Administrative Appeal from the selection of the outside consultant to the Board of Selectmen. Such appeal must be made in writing and may be taken only within 20 (twenty) days after the ZBA has mailed or hand-delivered notice to the applicant of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field. The required time limit for action upon an application by the ZBA shall be extended by the duration of the Administrative Appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection made by the ZBA shall stand.

### **4. FEES**

- a. Comprehensive Permit (40B), Subdivision, and/or Market Rate Multifamily Development, or Administrative Appeal. Filing fee of \$500, as well as:
  - (1) Reimbursement of all administrative costs and mailing expenses
  - (2) Reimbursement of all attorney and professional consultant fees, and



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Town Clerk:

Tax Collector :  
(MGL 40, § 57)

### PETITION COVER SHEET

#### **TO THE ZONING BOARD OF APPEALS (ZBA) OF THE TOWN OF STERLING:**

The undersigned respectfully petitions your Honorable Board for a (check one):

☐ Comprehensive Permit

1. The undersigned is the owner(s)/lessee(s)/optionee(s) (**circle one**) of the subject property located at: \_\_\_\_\_

The record title stands in the name of: \_\_\_\_\_

by a Deed recorded at the Worcester District of Deeds, Book: \_\_\_\_\_ Page: \_\_\_\_\_

and the Sterling Board of Assessors: Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

2. Said premises are situated in the Zoning District classified under the Protective Bylaws of the Town of Sterling as: \_\_\_\_\_

3. If this petition is for a **Special Permit** state the Article(s) of the Protective Bylaws which allows the ZBA to grant the permit: \_\_\_\_\_

4. The following is currently located on the property: \_\_\_\_\_

5. The petitioner seeks to do the following on the premises: \_\_\_\_\_

The applicant shall obtain a Certified List of Abutters (parties in interest within 300 feet of the property line) from the Assessor's office.

The undersigned submits the following to the Town Clerk:

- The original plus 8 copies of this petition
- Request for Findings of Fact (Form 2a, 2b or 2c)
- Scaled Plans. The Plans show the parcel in question, location of abutters, and the location of existing and proposed buildings. The Plan indicates the scale and includes a north arrow. Front and side elevations and floor plans are included for proposed new or remodeled structures.
- Copy of the written decision which is being appealed, if indicated
- Fee of \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Owner Signature \_\_\_\_\_

*(if different than above)*

Name Printed \_\_\_\_\_

Telephone & Email \_\_\_\_\_

Answer all applicable questions fully. If more space is needed, attach additional sheets. Please note that additional licenses or permits may be required from the Board of Selectmen or other boards and/or officials.

Attachments:

- \_\_\_\_\_ Form 2c – Request for Findings of Fact in Connection with a Petition for a Comprehensive Permit
- \_\_\_\_\_ Form 3 -- List of Abutters and Planning Boards
- \_\_\_\_\_ Scaled Plans
- \_\_\_\_\_ Copy of the written decision which is being appealed, if indicated
- \_\_\_\_\_ Filing Fee of \_\_\_\_\_
- \_\_\_\_\_ Postage for \_\_\_\_\_ Abutters (\$8.53 for Certified, or, \$0.63 for Regular Mail - per individual)
- \_\_\_\_\_ Copies of Petition (8) for Town Officials and Boards
- \_\_\_\_\_ Additional documentation in support of this petition



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## REQUEST FOR FINDINGS OF FACT IN CONNECTION WITH A PETITION FOR A COMPREHENSIVE PERMIT

Petitioner hereby request that the ZBA, upon public hearing and after review of the evidence submitted, grant the Petitioner a Comprehensive Permit in accordance with the provisions of MGL Chapter 40B, and make the following findings in support of the application.

1. The petitioner(s) whose name is \_\_\_\_\_

whose address is: \_\_\_\_\_

and is the (check one) ☐ owner ☐ lessee ☐ optionee

of certain land situated at in the Town Sterling, and more particularly described in a Deed recorded with the Worcester District Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_

If petitioner is not owner of said land complete the following:

The owner of said land is: \_\_\_\_\_

whose address is \_\_\_\_\_

2. Said land is situated in a district classified under the Town of Sterling's Protective Bylaws as \_\_\_\_\_

3. Presently located on the premises is/are \_\_\_\_\_

4. The petitioner(s) desires to use said premises as follows: \_\_\_\_\_

5. The petitioner(s) is/are qualified to apply for a Comprehensive Permit in that (attach additional sheets as needed):

- a. ☐ Applicant is a public agency  
☐ Limited dividend organization  
☐ Non-profit organization in the following particulars:

b. The specific project has been determined to be eligible for funding under a low and/or moderate income housing program and has received site approval from a qualifying subsidizing agency as follows: \_\_\_\_\_

c. Applicant has a specific legal interest in and control over the site as follows:

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6. By the grant of the Comprehensive Permit, Petitioner seeks the following specific exemptions to the below listed provisions of the following local codes, bylaws or regulations: \_\_\_\_\_

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7. The granting of the Comprehensive Permit is reasonable and consistent with local needs for the following reasons:

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Respectfully Submitted By : \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Use additional sheets as needed)





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## LIST OF ABUTTERS AND PLANNING BOARDS

OWNERS NAME: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

MAP AND PARCEL: \_\_\_\_\_

The following is a list of all parties of interest as defined by Massachusetts General Laws, Chapter 40A, § 11.

"Parties in interest" shall mean the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, the planning board of the city or town, and the planning board of every abutting city or town. The assessors maintaining any applicable tax list shall certify to the permit granting authority or special permit granting authority the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

APPLICANT: \_\_\_\_\_

LEGAL MAILING ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

AGENT/ATTORNEY: \_\_\_\_\_

### Planning Boards of Abutting Towns/Municipalities

Boylston Planning Board	Boylston Town Offices	221 Main St.	Boylston, MA 01505
Clinton Planning Board	Clinton Town Hall	242 Church St.	Clinton, MA 01510
Holden Planning Board	Holden Town Hall	1196 Main St.	Holden, MA 01520
West Boylston Planning Board	West Boylston Town Hall	140 Worcester St.	West Boylston, MA 01583
Lancaster Planning Board	Lancaster Town Hall	695 Main St., Suite 4	Lancaster, MA 01523
Princeton Planning Board	Princeton Town Hall	6 Town Hall Dr	Princeton, MA 01541
Leominster Planning Board	Leominster City Hall	25 West St.	Leominster, MA 01453

**The required list of abutters Certified by the Sterling Board of Assessors is attached to the application.**

Respectfully Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

# ***Checklist for Filing an Appeal***

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- ✓ Check the Zoning Bylaws for applicability and obtain a Zoning Determination from the Building Commissioner and include with application.
- ✓ Fill out appropriate Application. (Variance, Special Permit, Comprehensive Permit, Modification or Administrative Appeal).
- ✓ Certified List of Abutters must be obtained from the Assessor's office and included with the application.
- ✓ Include all other necessary paperwork, such as maps, plans, forms and fees.
- ✓ For Fees: One check for the application fee (\$500 for Comprehensive and \$400 for all others) and the postage made payable to "The Town of Sterling." (Postage is currently \$8.53 for Certified/Return Receipt or \$.63 for regular mail, for each of the abutters.)
- ✓ Submit original application, **plus** 8 full copies along with the fees to the Zoning Board of Appeals office. If the application is complete, it will then be stamped in with the Town Clerk.
- ✓ Deadline: If all paperwork is completed and submitted a minimum of 35 days before the next meeting, you will be placed on the meeting agenda and notified of the meeting (Check the Zoning Board of Appeals website for dates, or email [ppage@sterling-ma.gov](mailto:ppage@sterling-ma.gov)).
- ✓ After the Public Hearing and the decision is made, the ZBA will file the decision at the Town Clerk's office within 14 days of the close of the Public Hearing. The 20 Day appeal period begins at the time of filing with the Town Clerk.
- ✓ The certificate of No Appeal will be released by the Town Clerk after the 20<sup>th</sup> day. You must obtain the certificate of No Appeal from the Town Clerk and record the decision with the Worcester Registry of Deeds. There is a filing fee (please check with them for any current procedures). Please call the Clerk's office to arrange a time to pick up your certificate.
- ✓ Provide a copy of the recorded decision to the Building Department with permit application.

If you have any questions please contact the Zoning Board of Appeals office at 978-422-8111 x2301 or email [ppage@sterling-ma.gov](mailto:ppage@sterling-ma.gov)