



TOWN OF SOUTHAMPTON
ZONING APPLICATION

Reserved For Town Clerk's USE



You must obtain a signed zoning determination before completing this application

PROPERTY INFORMATION

STREET ADDRESS _____

Date Filed: _____

ZONING DISTRICT _____ OVERLAY DISTRICT _____

File #: _____

ASSESSOR'S MAP _____ LOT _____ DEED REFERENCE: BOOK _____ PAGE _____

☐ No outstanding debt obligations to the Town exist - obtain signature from Town Collector's Office OBTAIN SIGNATURE date _____

PERMIT INFORMATION (from signed Zoning Permit determination)

Approval(s) Sought:

Permitting Authority:

Subject Zoning Ordinance Section(s)

(Check ONE only)

☐ SPECIAL PERMIT(s)

☐ SELECT BOARD

☐

☐ PLANNING BOARD

☐ STORMWATER PERMIT

☐ ZONING BOARD OF APPEALS

☐ Petition for VARIANCE (ZBA)

☐ Administrative APPEAL (ZBA)

☐ Amendment to a previously issued approval (attached)

APPLICANT INFORMATION

NAME _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

CURRENT OWNER INFORMATION (if different from Applicant)

NAME _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

REQUEST / PROJECT SUMMARY (attach additional pages or materials as needed)

☐ I have reviewed the relevant findings and criteria described in the Zoning Ordinance, upon which my application will be adjudicated.

EXISTING USE / GENERAL DESCRIPTION OF THE PROPERTY

EXISTING USES / GENERAL DESCRIPTION OF THE SURROUNDING NEIGHBORHOOD

☐ I have already discussed this application with my neighbors (*recommended prior to filing*).

ATTACHMENT CHECKLIST

- ☐ Processed ZONING PERMIT DETERMINATION from the Building Department - or copy of administrative action APPEALED – or copy of previous approval/permit sought to be AMENDED
- ☐ FILING FEE (non-refundable) - made payable to the Town of Southamptton Amount \$ _____
- ☐ ABUTTERS LIST (property owners within 300') – prepared by the Assessor's Office within 30 days prior to filing (include, from the adjacent municipality's Assessor, any non-Southampton owners if the property is within 300' of the Town line)
- ☐ Site plans, supporting evidence, documents, reports, calculations, maps, architectural elevations, etc., (as required or warranted) submitted as part of this application. Such materials should also be provided in digital (PDF) format.

Additional items required for ZONING BOARD OF APPEALS filings only

- ☐ LEGAL AD FEE of \$__ – made payable to the Daily Hampshire Gazette
- ☐ VARIANCES only: a completed Variance Justification Statement form
- ☐ APPEALS only: a separate letter to the Board of Appeals describing the grounds for appealing an administrative decision, order or zoning interpretation. File application (bearing Town Clerk's date stamp) within 30 days of such decision, copied to the Building Inspector or other administrative party whose decision is being appealed. (MGL ch. 40A sec. 8, 15)

CERTIFICATION & ACKNOWLEDGEMENT

I herewith make application, as indicated above and together with any supporting documents, represent all information as true and accurate and acknowledge the following: All materials submitted are records made available for public inspection (including on the Town's web site); I may be billed directly by the newspaper for the required legal notices and am responsible for full payment thereof; Permission is granted to the permit granting authority, or its agent, to view, enter upon or photograph the subject property prior to acting on this application; a license or permit may be denied where an outstanding debt/obligation to the Town exists; Abutters to the subject property will be notified of this application and of the final action of the permitting authority, including their rights of appeal; If a permit or relief is granted, I am responsible for recording such document at the Hampshire County Registry of Deeds, at my expense, after the expiration of the appeal period; such permit will run with the land and may be binding on future parties, including required compliance with any conditions attached to the permit; The burden of evidence is my responsibility; My representative, if any, will be used as the primary contact person; If an email address is provided, email may be used as the primary form of contact for administrative matters; Any testimony during the public hearing may be recorded, broadcast and re-broadcast and will be reflected in the official record of proceedings; It is my responsibility to comply with all applicable codes and ordinances and to obtain any other zoning or non-zoning permits, licenses or approvals as may be required.

APPLICANT'S SIGNATURE PRINT FORM & SIGN _____ DATE _____

OWNER'S SIGNATURE (if different) PRINT FORM & SIGN _____ DATE _____

APPLICANT'S REPRESENTATIVE (if any)

CONTACT PERSON _____ FIRM _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

FILING INSTRUCTIONS

File ORIGINAL and ONE COPY of this completed application, together with the required attachments from the checklist above, at the Town Clerk's Office. Fees, filing deadlines and procedures may vary by permitting authority. Contact the above subject office for more information.

VARIANCE JUSTIFICATION STATEMENT *(do not include with Special Permit applications)*

This completed form is to accompany a petition for VARIANCE submitted to the Zoning Board of Appeals only. Statements should be used to prove that a variance is warranted, requests the most minimal relief and is by reason of necessity rather than mere convenience.

APPLICANT / PETITIONER'S NAME _____

1. Describe the circumstances relating to soil conditions, shape or topography of land or structures (and especially affecting such land or structures, but not affecting generally the zoning district in which it is located) that would cause a literal enforcement of the provisions of the ordinance to result in substantial hardship, financial or otherwise, to the petitioner (*any hardship described should not be self-created and should be related to characteristics of the property, not a personal situation*):

☐ Continued, see attached

2. Describe how the desirable relief may be granted without substantial detriment to the public good:

☐ Continued, see attached

3. Describe how granting such relief would not nullify nor substantially derogate from the intent or purpose of the ordinance (nearby non-conforming or similar existing situations should not be used as justification):

☐ Continued, see attached