

# Leicester Zoning Board of Appeals

## Special Permit & Variance Application Form

**PERMIT TYPE:**   ☐ Special Permit   ☐ Variance

**Date:** \_\_\_\_\_

<b>CONTACT INFORMATION</b>			
<b>Property Owner:</b>			
<b>Name:</b>			
<b>Company Name:</b>			
<b>Signature:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Applicant:</b>			
<b>Name:</b>			
<b>Company Name:</b>			
<b>Signature:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Primary Contact Person:</b> <i>(The person that will be contacted by Town staff during the application process.)</i>			
<b>Name:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>PROJECT INFORMATION</b>			
<b>Project Address:</b>			<b>Zoning District:</b>
<b>Assessors Map &amp; Parcel #</b>			
<b>Deed Reference (Book/Page):</b>			
<b>Size of Proposed Structures:</b>		<b>Total Lot Area:</b>	
<b>Water Source:</b>		<b>Sewer Source:</b>	
<b>Applicable Zoning Bylaw Section(s):</b>			
<b>Brief Project Description:</b>			
Please include a brief description on this form (i.e. do not write "see attached"). <i>[Examples: construction of a 10' x 20' shed in the front yard of an existing home; installation of a 60s.f. freestanding sign (special permit required to exceed 50 s.f.)]</i>			

**PROJECT INFORMATION, Continued****State Briefly Reasons for Variance or Special Permit:**

*See Zoning Board of Appeals Instructions for Variance and Special Permit Applications. You may use the space below and/or attach additional pages as necessary to fully describe the application and reasons for the variance or special permit.*

**APPLICATION CHECKLIST:**

*Use this checklist to ensure you have provided all required information.*

**Three (3) copies of all paper submittals are required except where noted.**

<input type="checkbox"/> Application Form	<input type="checkbox"/> Any supplemental information where applicable (letters, detailed project information, etc.)	<input type="checkbox"/> Plans (1-full-size & 2 11"x17")
<input type="checkbox"/> Certified Abutters List (1 copy)	<input type="checkbox"/> Fee (\$175) - check payable to the Town of Leicester	<input type="checkbox"/> .pdf copy of <u>all</u> submitted documents (CD or USB Drive)

***Submit the full application to the Town Clerk's Office***