

**Town of Shelburne: Zoning Board of Appeals**

**Application for Special Permit, Variance, or other Zoning Relief      Filing Fee: \$100**

*[Please type or print all information.]*

1. Name of applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Status of applicant: Owner: \_\_\_\_\_ Purchaser \_\_\_\_\_ Lessee \_\_\_\_\_ Other (please explain) \_\_\_\_\_

2. Property Owner (if different from Applicant):

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Parcel ID: Map \_\_\_\_\_ Street \_\_\_\_\_ Lot# \_\_\_\_\_

*This information is available on tax bill or from tax collector.*

Book \_\_\_\_\_ Page \_\_\_\_\_

*This information is available on property deed.*

Street Number: \_\_\_\_\_ Street name: \_\_\_\_\_

*This information is your designated 9-1-1 street address.*

4. Lot description: Size/area \_\_\_\_\_ Frontage \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

5. Existing use of structure/property: \_\_\_\_\_

6. Describe the purpose of your application and the applicable sections(s) of Zoning Bylaws (e.g., variance under section 5.2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Attach:

- Project Documents:
  - Project/Work/Use Plan including appropriate documentation – seven paper copies
  - Project/Work/Use Plan in a digital file (e.g. PDF file).
  - Copy of letter from the Building Inspector,-- if applicable
  - Attachment 5 – Waiver of Technical Compliance Form – if applicable
- Attachment 6 - Certification of Receipt of Project Documents by Boards in Shelburne
- List of Abutters from the Shelburne Assessor’s Office
- Permit Fee in check or money order made payable to the Town of Shelburne

Date: \_\_\_\_\_ Applicant’s signature \_\_\_\_\_

**Preliminary Review by the Chair, Clerk or Administrative Assistant of the Zoning Board of Appeals:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Received by Shelburne Town Clerk:**

Date \_\_\_\_\_ Time \_\_\_\_\_ Signature \_\_\_\_\_