



**TOWN OF WEBSTER**  
350 MAIN STREET  
WEBSTER, MASSACHUSETTS 01570  
(508) 949-3800 ext 1002  
planning@webster-ma.gov  
www.webster-ma.gov

**ZONING BOARD OF APPEALS**

**ZONING BOARD OF APPEALS  
APPLICATION SUBMISSION REQUIREMENTS**

**APPEAL**

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MGL Chapter 40A, Section 8 outlines the criteria for filing an Appeal. The Zoning Board of Appeals can receive the following appeals from:

- A person aggrieved by the inability to obtain a permit from the Building Commissioner.
- A person aggrieved by enforcement action, or lack thereof, from the Building Commissioner.
- The regional planning agency, an officer or board of the Town or an abutting town aggrieved by an order or decision of the Building Commissioner or Town official perceived to be in violation of the Zoning By-Law.

An appeal under MGL Chapter 40A, Section 8 must be taken by the petitioner within 30 days from the date of the order or decision that is being appealed.

**Submission** – All submissions must adhere to the requirements of the Town of Webster Zoning By-Law and Massachusetts General Law Chapter 40A.

**Required Submission Materials:**

1. **Application Form** –including all required signatures. Please make sure you reference all applicable sections of the Zoning By-Law that pertain to your application.
2. **Documentation from Building Commissioner:** A copy of the order or decision in the form of a letter signed by the Building Commissioner stating the reason for denial based on criteria noted above.
3. **Additional Materials as Needed to Support the Application**
4. **Certified Abutters List – Required** - Contact the Assessor's Office
5. **Fees** – includes all applicable fees outlined on the Fee Schedule. One check for all fees may be submitted.
6. **Copies Required** – Two (2) complete sets of all documentation.

Additional information and guidance can be found on the Planning Board web page at [www.webster-ma.gov](http://www.webster-ma.gov). Please contact the Planning Department if you have any questions. Thank you.



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**ZONING BOARD OF APPEALS**

**APPEAL - APPLICATION**

DATE: \_\_\_\_\_

**PETITIONER'S NAME:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPEAL INFORMATION – See Section 650:11A of the Webster Zoning By-Law and Mass. General Law Chapter 40A for more information.**

Please indicate which criteria for which an appeal is sought:

- \_\_\_\_\_ Aggrieved by the inability to obtain a permit from the Building Commissioner.
- \_\_\_\_\_ Aggrieved by enforcement action, or lack thereof, from the Building Commissioner.
- \_\_\_\_\_ The regional planning agency (Central Massachusetts Regional Planning Commission) aggrieved by an order or decision of the Building Commissioner or Town official perceived to be in violation of the Zoning By-Law.
- \_\_\_\_\_ An officer or board of the Town of Webster aggrieved by an order or decision of the Building Commissioner or Town of Webster official perceived to be in violation of the Zoning By-Law.
- \_\_\_\_\_ An abutting town aggrieved by an order or decision of the Building Commissioner or Town of Webster official perceived to be in violation of the Zoning By-Law.

Name of Town: \_\_\_\_\_

Date action was taken by party noted above: \_\_\_\_\_

Please note: An appeal under MGL Chapter 40A, Section 8 must be taken by the petitioner within 30 days from the date of the order or decision that is being appealed.

\_\_\_\_\_ I have attached a copy of the order or decision in the form of a letter signed by the Building Commissioner stating the reason for denial.

State reasons for Appeal (attach additional sheets if required): \_\_\_\_\_

\_\_\_\_\_  
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**REQUIRED SIGNATURES**

- Please Note: Both required signatures #1 and #2 must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

**1. REQUIRED SIGNATURE(S): PETITIONER**

Petitioner’s Signature (1) \_\_\_\_\_ Date: \_\_\_\_\_  
Petitioner’s Signature (2) \_\_\_\_\_ Date: \_\_\_\_\_

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**2. REQUIRED SIGNATURE: TAX COLLECTOR**

To be completed by the **Tax Collector**: The Office of the Tax Collector verifies that there are no outstanding taxes due by the Petitioner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.  
Please make arrangements to pay all outstanding bills at the Tax Collector’s Office.*

\_\_\_\_\_  
Tax Collector’s Office – Name (Please Print)                      Initial                      Date

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\_\_\_\_\_  
Town Clerk Signature                      Date Received                      Time Received



# TOWN OF WEBSTER

350 Main Street, Webster, MA 01570  
(508) 949-3800 x1002  
www.webster-ma.gov  
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## ZONING BOARD OF APPEALS

### FEE SCHEDULE

All fees are non-refundable.

All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.

**Modifications:** Applications for modifications to previously approved permits must follow the same fee schedule.

\*\* All Checks to be made payable to the "Town of Webster" \*\*

### SPECIAL PERMITS AND VARIANCES

#### • **Single Family House**

Application Fee ..... \$300.00  
Legal Advertising Fee ..... \$100.00  
Abutter Notification Fee ..... based on current mailing rates; contact office

#### • **Multi-Family (2 units to 6 units)**

Application Fee ..... \$400.00 + \$50.00 per unit  
Legal Advertising Fee ..... \$100.00  
Abutter Notification Fee ..... based on current mailing rates; contact office

#### • **Commercial**

Application Fee ..... \$200.00 + \$750.00 per business unit  
Legal Advertising Fee ..... \$100.00  
Abutter Notification Fee ..... based on current mailing rates; contact office

#### • **Industrial**

Application Fee ..... \$200.00 + 750.00 per business unit  
Legal Advertising Fee ..... \$100.00  
Abutter Notification Fee ..... based on current mailing rates; contact office

### APPEALS

Application Fee ..... \$200.00  
Legal Advertising Fee ..... \$100.00  
Abutter Notification Fee ..... based on current mailing rates; contact office