

TOWN OF PHILLIPSTON  
ZONING BOARD OF APPEALS  
RULES AND REGULATIONS

In accordance with Section 9-2 of Massachusetts General Laws, Chapter 40A (The Zoning Act), the Phillipston Zoning Board of Appeals establishes the following rules and regulations:

1. Any applicant for a special permit and/or variance shall submit with the application written **proof of ownership** or other interest (e.g., purchase and sale agreement, written option, etc.) in the real estate pertaining to the application. In all cases, a copy of the **most recent deed** to the subject property shall accompany this application, **along with a copy of the most recent recorded plan of the site (if any)**. **Any application not accompanied by such deed and/or proof of ownership interest shall be deemed incomplete and may be considered as grounds for denial of the relief sought.**
2. Any application for a special permit and/or variance concerning a project involving three residential units or more, in order to be deemed complete, shall be accompanied by a site plan (original and five copies) of the project drawn by a licensed engineer, architect, or surveyor, clearly and legibly drawn in black India ink upon tracing cloth, Mylar, or sepia paper. Such plan shall be at a scale of one-inch equals 40 feet (or other such case as the Board may, in its discretion accept, to show details clearly and adequately). Such plan shall show the following:
  - a. Proper heading, containing project title (if any), name and address of the owner, location of the project, scale, date, boundaries, north arrow, and the name of the engineer, architect, or surveyor.
  - b. Location and orientation of all proposed and existing structures on the site.
  - c. Existing and proposed lines of streets, ways, lots, easements, and public or common areas within the project.
  - d. Sufficient data to determine the location, direction, and length of every street and way line, building line, lot and boundary line, and to establish these lines on the ground.
  - e. Location of all permanent monuments properly identified as to whether existing or proposed.
  - f. Location, names, and present widths of streets bounding, approaching, or within reasonable proximity to the project.
  - g. Existing and proposed topography at a suitable contour interval.
  - h. Proposed construction plan of roadways, sidewalks, planting strips and curbs; including as typical cross section plan.
  - i. Proposed layout of storm drainage, water supply, and sewage disposal or septic systems.

3. Any request for a special permit and/or variance must be **typewritten or clearly printed** in ink on standard size letter or legal paper. Such requests must indicate **specifically what zoning regulation or ruling is being appealed or the reason for seeking variance, or what category in the use table pertains to the special permit, with the Zoning Bylaw provision cited by number and page, along with the applicants full name, address, and phone numbers (residential and business phones, if any).**
4. In accordance with Massachusetts General Laws, Chapter 40A (The Zoning Act), a complete copy of the request shall be submitted to the Town Clerk at the same time that it is submitted to the Zoning Board of Appeals. Furthermore, the Town Clerk's copy of any request is considered part of the public record, and the Clerk has the responsibility of providing access to citizens who may wish to view the plan.