**Town of Monterey**

**Zoning Board of Appeals Application**

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| For office use only |
| **Date application was received & filed with the Town Clerk** |  |
| **Application Number** |  |
| **Filing fee/expense reimbursement (check #)** |  |
| **Property Address** |  |
| **Dates advertised in the Berkshire Eagle** |  |
| **Hearing Date** |  |
| **11 copies submitted** |  |

Be sure to supply all required information and sign the form where indicated. Please refer to the Zoning By-Laws of the Town of Monterey adopted by Town Meeting on May 5, 2012, as amended, and, when necessary, refer to specific sections within.

**Applicant shall also be required to submit the application and attached documents (and any subsequent submission) electronically to the Administrative Assistant at** **admin@montereyma.gov**

**Section A. Please check the action you are seeking (check all that apply)**:

☐ Special Permit

☐ Variance

☐ Appeal (to modify a decision of a Town Board)

**Section B. Site/Property Information**:

**Address of property (ex. 123 Main Rd.)**: Click here to enter text.

**Assessor’s Map #:** Click here to enter text. **Assessor’s Lot #**: Click here to enter text.

**Zoning District(s)**: Click here to enter text.

**Registry of Deeds Book & Page Number for Applicant’s Title**: Click here to enter text.

**Section C. Property Ownership Information**:

**Full Name of Owner(s) (this must match the name on your deed referenced in Section B)**: Click here to enter text.

**Mailing Address**: Click here to enter text.

**Owner’s email address and phone number**: Click here to enter text.

**Full name and mailing address of owner’s agent or representative**: Click here to enter text.

**Agent or representative’s email address and phone number**: Click here to enter text.

**Section D. Project Description (attach additional sheets if necessary)**:

**Please provide a brief description of the Relief Sought and/or Proposed Project**:

Click here to enter text.

**Section E. Variances, if applicable (attach additional sheets if necessary)**:

**From which section of the zoning bylaws are you requesting a variance**? Click here to enter text.

**What will the requested variance enable you to do**? Click here to enter text.

**If the variance is not granted, what hardship will you endure**? Click here to enter text.

**What special circumstances relating to soil condition, shape or topography of the land is prompting your request for a variance**? Click here to enter text.

**Explain why your special circumstances are not a result of your own actions**? Click here to enter text.

**Section F. Appeals (attach additional sheets as necessary and a copy of any written determination/action)**

**What action of which Town board is being appealed**? Click here to enter text.

**Date of the action**: Click here to enter text.

**Describe the remedy you seek**: Click here to enter text.

**Section G. Special Permits, if applicable (attach additional sheets if necessary)**:

**Describe the need for a Special Permit**: Click here to enter text.

**List all the nonconforming aspects of the property**: Click here to enter text.

**Has a special permit or variance been previously granted to this property which is/are currently active? If yes, please describe and/or attach copies of prior decisions**: Click here to enter text.

Each party signing this Application certifies that the information contained herein is true, accurate, complete and that no material fact or statement has been omitted from this Application which would be relevant to the relief requested hereunder. Signing and submitting this Application constitutes permission for the Board and/or its designees to access and walk the exterior portions of the property for the purpose of site visits in connection with the Application.

**Applicant or Representative’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: Click here to enter text.