

INSTRUCTIONS FOR APPLICATION TO THE ZONING BOARD OF APPEALS

All applications must be submitted to the Town Clerk. You must submit nineteen (19) collated copies (including the original) of the completed application.

An application consists of the following:

1. Completed 3 page application form signed by the owner and the applicant, if different. (Tax form does not require signatures)
2. Legal description of the property. (The deed)
3. Assessor's Map with the property highlighted on each copy.
4. Certified list of abutters. (This list can be obtained from the Assessors Office)
5. A certified plot plan prepared by a registered land surveyor of the property clearly indicating size and dimensions of the lot, setbacks and dimensions of existing and proposed structures, and any other information pertinent to the relief being sought, except for above ground pools and storage sheds under 250 square feet.
6. Denial form or letter of administrative action from the Zoning Enforcement Officer.
7. Any other relevant documentation, such as letters of support from applicable departments.

Application Fee: \$130.00, plus 46 cents per abutter over eight (8) abutters. The fee covers the required publication in the newspaper and postage for notification to abutters.

***Incomplete applications will not be accepted.**



Application to the ZONING BOARD OF APPEALS TOWN OF OXFORD

The undersigned hereby applies for a _____ in accordance
(Variance, Special Permit, Appeal)
with the Oxford Zoning By-Law, adopted October 7, 1987, as amended, according to the following statements:

Applicant's Name: _____ Phone # _____

Address: _____

Owner's Name: _____ Phone # _____

Address: _____

Owners Signature: _____

Property Location: _____ Zoning District: _____

Map / Parcel: _____

Registry of Deeds: _____ / _____
(Book) (Page)

This application is brought forth in accordance with the following provisions of the Oxford Zoning By-Laws:

Chapter: _____ Section: _____

Table: _____ Item: _____

Description of the variance, special permit or appeal applying
for: _____

Attach a plan of the property including the exact location and dimensions of features which apply. If this application is for an appeal of an administrative decision, attach a copy of the decision.

Application Fee - \$130.00 includes up to eight (8) abutters. Additional 46.5 cents per abutter over eight (8). The application fee must accompany this application. Amount paid: \$ _____

Signature of Applicant: _____ Date: _____

SUBMIT ENTIRE APPLICATION TO THE TOWN CLERK

**Board of Appeals
Town of Oxford
Oxford, Massachusetts 01540-1760**



To the applicants of the Zoning Board of Appeals,

You are hereby advised of the following provisions of the Oxford Zoning By-Laws:

Appeals. Appeals to the Zoning Board of Appeals must be filed within twenty (20) days from the date or order of decision which is being appealed specifying the grounds thereof.

Variances. In order to grant a variance from the requirements of this By-Law, the Zoning Board of Appeals must find that all of the following conditions have been met:

- (a) There are unique circumstances relating to the soil conditions, shape or topography of such land or structures, that
- (b) Especially affect such land or structures but do not generally affect the zoning district in which it is located, and that
- (c) A literal enforcement of the provisions of this By-Law would involve substantial hardship, financial or otherwise, but not of a personal nature, to the petitioner or appellant, and that
- (d) Desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the purposes of this By-Law.

Special Permits. Special Permits may be issued only for uses which are in harmony with the general purpose and intent of this By-Law and shall be subject to general or specific provisions set forth herein. In addition, conditions, safeguards and limitations on time and use may be imposed by the Board when issuing a special permit. In granting the special permit, the Board shall determine if the following conditions have been met:

- (a) The site is an appropriate location for the use or structure,
- (b) The soils are suitable for on-site sewerage disposal,
- (c) An adequate water supply can be provided,
- (d) The use as developed will not adversely affect the neighborhood, and
- (e) There will be no nuisance or serious hazard to vehicles or pedestrians.

In accordance with Chapter 40A, Section 15 of the Massachusetts General Laws, you are hereby advised that any person aggrieved by the decision of the Board, relative to this matter, must file an appeal, as provided for in Section 17 of said Chapter 40A, within twenty (20) days after the date of the filing of this decision in the office of the Town Clerk.

Signature of Applicant

Date

*Please note this page must accompany page 1 as it is part of the application.



TO THE APPLICANT:

Please furnish the following information and return to the appropriate board, office, department, commission or division of the Town of Oxford (pursuant to Chapter 53, Section 1 through 5, General By-Laws, Town of Oxford):

**APPLICANT or
PRINCIPLE OF ORGANIZATION:** _____

Address: _____

**PROPERTY
OWNER:** _____

Address: _____

Board of Assessors:

Property Location: _____

Please list parcel owned by above applicant:

Map: _____ **Parcel:** _____ **Date Purchased:** _____

Assessor's Office **Date**

Tax Collector:

Tax Status: _____

Real Estate _____

Personal Property Tax _____

Treasurer/Collector's Office **Date**