

APPLICATION FOR SITE PLAN APPROVAL

to the

SITE PLAN APPROVAL BOARD

Zoning Board of Appeals, Town of Becket, 557 Main Street, Becket MA 01223

413-623-8934

zba@townofbecket.org

Please refer to the following sections of the Town of Becket Zoning By-Laws:

9.4 Site Plan Approval

9.4.1 Purpose

9.4.2 Applicability

9.4.3 Application Procedure, with special attention to sub-section 9.4.3.1 (site plan).

The application should be accompanied by the following: A pre-filing review at a scheduled public meeting of the ZBA is strongly advised. It is also advisable to address and resolve any Wetlands or River Front issues with the Becket Conservation Commission before filing any requests before the Zoning Board of Appeals. An incomplete application may result in an inconvenient delay or even denial of the request at the discretion of the ZBA.

- A set of plans of proposed activity or use (“the site plans”), complete, accurate and to scale (minimum: 1 inch/20feet on 8 ½ X 11-inch sheets).
Show boundary lines & pins; location of septic & well; **existing and proposed parking**; footprint(s) of existing and proposed structure(s), specifying distances to boundary lines. Footprint includes access steps, and any roof or balcony overhangs.

Please note: The ZBA (Site Plan Approval Board) may require that plans show a strip (100 feet wide, or more) surrounding said land; and that plans be prepared by a Registered Land Surveyor or Professional Engineer showing all natural and man-made features at ten-foot intervals.

- A copy of deed (not the original), binding sales agreement, or recent applicant’s tax bill.
- Evidence that Town of Becket taxes are not delinquent. Tax Collector certifies.
- A non-refundable fee of \$150.00 made payable to the Town of Becket.
- Directions from a major route to the premises for a required site visit: to be arranged at the applicant’s and Site Plan Approval Board’s convenience. Please indicate location of proposed structures by placing stakes at proposed locations.

Applicant’s responsibilities:

- Payment of cost associated with legal notification of public hearing(s), checks payable to “Town of Becket.”*
- All mailing costs (Certified Mail, Return Receipt) of notification of abutters and other interested parties, checks payable to “Reserve Account.” *

* ZBA secretary will prepare and send legal notices, and will provide \$\$ amounts to the applicant(s) as soon as available. Checks must be received by ZBA secretary prior to the Public Hearing.

- Attend the Public Hearing. Applicant(s) may appear in person or be represented by an attorney or other legally appointed representative. Depending on the scope of the project and at the discretion of the ZBA, payment of professional consultant fees, pursuant to G.L. CH44,s 53G as amended Chapter 594, and the regulations of the Site Plan Approval Board (ZBA).
- Submit Notice for Recording in the Registry to the Registry of Deeds; and to pay the

required recording fees.

GUIDELINES,

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ADDENDUM for Applicant's and Site Plan Approval Board information :

9.4.4 Review Procedure:

9.4.4.1 Copies to —> Fire Chief, Police Chief etc.[....].... who have 35 days to report to ZBA (Site Plan Approval Board). The format of this notification shall be in the form a cover sheet: at a minimum giving owner/applicant's name (s), MAP and LOT numbers; date of the public hearing; brief description of the project; and notice that full copies of the application at the Becket Town Hall (ZBA Administrative Office) and from the Town Clerk.

9.4.4.2 Site visit required: Usually scheduled at the public hearing.

NOTE: IF a site visit is to be scheduled prior to the Public Hearing, the owner/applicant MUST provide sufficient and timely information to the ZBA board so that day/date/time of the Public Site Visit can be included as part of the Legal Notice for the Public Hearing and for the Notification of Abutters.

9.4.3 Professional consultant fees: requirement determined at public hearing, depending on scope of the project and at the discretion of ZBA (Site Plan Approval Board) and according to the procedures and fee schedules adopted by ZBA's Rules and Regulations pursuant to G.L. CH 44, s. 53G as amended CH 594.

NOTE: Site Plan Approval Boards are strongly encouraged to use the provisions of the statute to promote more informed decision making.

9.4.5 Review Criteria/Design Guidelines

9.4.6 Decisions by the ZBA (Site Plan Approval Board):

- Vote and Decision required 90 days from **Close** of Public Hearing.
Unless an extension by written agreement between applicant(s) and ZBA (Site Plan Approval Board) has been executed in writing and is on file with the Town Clerk (date and time certified).
- Majority vote required for approval (i.e. 3 members of a 5-member board).
Criteria for denial; and/or approval with conditions.
Special attention to educational and religious uses, exempt G.L. 40A, § 3.
- Once the ZBA has voted and rendered a decision (with or without conditions), the board has 14 days to submit its paperwork to the Town Clerk., the owner/applicant and abutters.
- From the date of ZBA's filing with the Town Clerk, a 20-day appeals period applies. The Town Clerk will then certify that the appeals period has expired and issue **Notice for Recording in the Registry.**

(This form, with attachments as required, to be filed with Town Clerk, 557 Main Street, Becket MA 01223)

**TOWN OF BECKET
SITE PLAN APPROVAL BOARD**

Date: (month/day/year)_____

Premises Identification: MAP_____ Lot No._____ acres_____; BOOK____ PAGE_____

TO THE SITE PLAN APPROVAL BOARD (ZBA):

The undersigned hereby petitions the Site Plan Review Board (ZBA) to take action on the following application based on the terms of The Becket Zoning By-Laws Section 9.4, Site Plan Approval, - located in the Town of Becket at the premises listed above - and further identified as follows:

Name (s) of Owner(s):

Resident address of owner(s)_____ Zip code_____

Mailing address of Owner(s), if different_____ Zip code_____

Name (s) of Applicant(s), as applicable: _____

Resident address of applicant(s) _____ Zip code_____

Mailing address of applicant(s)_____ Zip code_____

Subject of Petition: (use additional sheets as needed; attachments as required)

Brief description here of the purpose and scope of the project (Be specific! Refer to the TABLE OF USE REGULATIONS, Section 3.1.3 of the Becket Zoning By-Laws). Details are presented in complete application documents, attached as required.

_____ or any limitations, extensions, change, alteration or modification of use, or method of use as may at public hearing appear as necessary or proper on the premises.

Applicant (please print)_____

By (signature of applicant) _____

(If applicant different from owner, both applicant and owner must sign)

Owner (please print)_____

By (signature of owner) _____

(If applicant different from owner, both applicant and owner must sign)

Mailing Address (applicant)_____ Zip code_____

(First) Telephone Number_____ (Second) Telephone Number _____

e-mail (if used regularly) _____

*** plus attachments as required (Please list these “Exhibits” on a separate sheet)**