

# Town of Bourne

## Zoning Board of Appeals

### Local Rules

Under Massachusetts General Laws 40A, Section 12

#### Section

- 0.0 Purposes and Content
- 1.0 Election of Officers and Duties
- 2.0 Meetings/Hearing
- 3.0 Agenda
- 4.0 Minutes
- 5.0 Application Packet and Forms
- 6.0 Written Decision Forms

#### **0.0 Purposes and Content**

These rules establish local procedures that the Bourne Zoning Board of Appeals will follow when conducting hearings and other Board of Appeals business. G.L.c.40A Section 12 allows the Board of Appeals to adopt local rules. These rules may be amended by majority vote of the members present at any regular or special meeting after notice of the proposed change has been sent to the members with the meeting agenda. (See Rule 3.0 below.)

#### **1.0 Elections of Officers and Duties**

The Board of Appeals shall elect a Chairman, and Vice-Chairman by the majority vote of the regular members at the first regularly scheduled meeting of the new municipal year (after July 1<sup>st</sup>). The newly elected officers shall serve for the municipal calendar year (July 1<sup>st</sup> thru June 30<sup>th</sup>) or until successors are elected.

The Chairman shall preside at all meetings, regulate their conduct and submit all reports as required by law. The Vice-Chairman shall serve as Chairman in the absence or disqualification of the Chairman. In the absence of the Chairman and Vice-Chairman, the senior member present in point of service, shall be acting chairman. The Chairman and all other members present shall vote and be recorded on all matters coming before the board. Subject to these rules, the Chairman shall decide all points of order at that time unless overruled by the majority of the board in session at that time. In addition to the powers granted by the Massachusetts General Laws and local ordinances, the Chairman shall exercise general supervisory responsibilities, including requesting necessary help and supervising the administrative assistant. The Board shall employ an administrative assistant who shall write and keep written minutes, keep all records of all business before the board and decisions of the Board, write agendas and conduct all correspondence and notifications, and certify and file all records with the Town Clerk. If the administrative assistant is absent from a meeting, the Chairman shall designate an acting secretary to perform the administrative assistant's duties at the meeting.

#### **2.0 Meetings/Hearings**

Regular meetings for the Board of Appeals shall be held at 7:30 PM on the first and third Wednesday in the lower-level conference room in the Bourne Town Hall, or at such other times and locations as the Board deems convenient, after notification to all appropriate persons. If a regular meeting falls on a holiday or Election Day, the meeting will be held on the day, time and place advertised. Special meetings may be scheduled at the discretion of the Board or at the request of two members. Notice of a Special meeting shall be given to each member at least (48) hours before the time of said meeting. The Chairman will call the meeting to order and open the session. Meetings will follow a published agenda (See section 4.0). Parliamentary Procedures using *Robert's Rules of Order* will regulate the meeting and hearings. Minutes of each meeting will be recorded, taken and transcribed into hardcopy for review, final approval and filing with the Town Clerk.

Applicant hearings will follow these steps:

1. The Chairman will read the notice of hearing as advertised in the newspaper.
2. The Chairman announces the names of members of the Board who will hear the appeal. If there are not enough regular members present. The Chairman will select one or more alternates to complete the board. If an alternate is needed, the chairman will rotate alternate assignments for each hearing.
3. The applicant or his/her representative shall present their case to the Board.
4. The Building Inspector may be asked to explain to the Board, the reason for the appeal.
5. The abutters to the property present at the hearing or any other interested party may be heard and their comment duly recorded.
6. The Board members vote to close the applicant and public comment portion of the hearing.
7. The Board members discuss and vote on the appeal.
8. The Chairman informs those present of the requirement for appealing a decision of the board within 20 days pursuant to Massachusetts General Law 40A.

### 3.0 Agenda

Each meeting of the Zoning Board of Appeals will follow a published agenda. Board members will receive a written agenda **of a regular meeting** no later than five (5) calendar days before the scheduled meeting. The agenda will be part of a **Meeting Packet** that is sent to each Board member. This **Meeting Packet** contains:

1. One copy of the next meeting agenda.
2. The Agenda will contain the following general topics:

Zoning Board of Appeals	
Agenda	
Meeting Date: xx/xx/xx	
1.	Call to Order
2.	Proceedings (Hearings) Listed by time with descriptions
3.	Approval of Previous Minutes
4.	Old Business

- |    |                   |
|----|-------------------|
| 5. | New Business      |
| 6. | Public Comments   |
| 7. | Motion to Adjourn |

3. Copies of all appeals and relevant documentation for the next scheduled meeting.
4. Draft minutes of the previous meeting.

#### 4.0 Minutes

Minutes will be recorded at each meeting; typed and distributed for review as part of each member's **Meeting Packet**. Minutes will be reviewed, corrected and approved at the next regularly scheduled meeting, or at such other time, as the majority of the Board shall determine. Approved minutes (with corrections) will be filed with the Town Clerk. Meeting minutes will follow this general topic outline:

- |  |
|--|
| <p style="text-align: center;">Zoning Board of Appeals<br/>Minutes<br/>Meeting Date: xx/xx/xx</p> <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Attendance (Present &amp; Absent)</li> <li>• Proceedings (Hearings) Listed with hearing members, discussions and final vote</li> <li>• Approval of Previous Minutes</li> <li>• Old Business</li> <li>• New Business</li> <li>• Public Comments</li> <li>• Motion to Adjourn</li> </ul> |
|--|

#### 5.0 Application Packet

Application packets contain all necessary forms and filing instructions for property owners to apply for a Variance, Special Permit or appeal a decision of the building inspector (see Appendix A).

#### 6.0 Written Decisions

During the month of June of each year, the Board will prepare a schedule of decision-writers and reviewers for the fiscal year beginning July 1. From time to time, when the scheduled decision-writer or reviewer is not available, or when the Chairman decides to write a particular decision, with the approval of the Board, the Chairman (or the Vice-Chairman in the Chairman's absence) may amend the schedule. Each decision will be drafted by a designated writer and then emailed or faxed to a designated reviewer who reviews the written decision for completeness and accuracy. The Chairman shall not be required to write decisions, but may designate him/herself to write any particular decision with the approval of the Board, and shall participate in the decision review process.

Once the public testimony is taken and the Board has participated in discussion and deliberation, a hearing member will make a motion and the members hearing the application will vote on the request. The designated decision-writer (who may or may not be a hearing member), will draft a decision approving or denying the request onto approved forms (see Appendix B) if applicable, unless otherwise directed by vote of the Board. The draft decision will be emailed or faxed to a designated “reviewer” who will read, comment and give content feedback to the decision writer. All written decisions must be filed with the town clerk within 14 days after the members hearing the application voted on the request.

If the Board votes to permit the applicant to withdraw the request without prejudice, the minutes of the Board shall reflect the Board’s vote and shall constitute the decision of the Board. No written decision shall be filed with the town clerk under this circumstance.

**Voted and approved, 10/24/07.**

## Appendix A

# Town of Bourne Zoning Board of Appeals

## **Application Packet**

Fee: \$130.00

---

### ***Attention Applicant:***

Please read this document carefully. It contains specific instructions on how to prepare appeal applications and what supporting documents you need to prepare a complete “Application Packet”.

It is **strongly recommended** that you contact the Town of Bourne Inspection Department at 508-759-0615 Ext. 3 if you have questions regarding your application or the information you must provide.

**Incomplete applications or missing documents could result in either a denial or postponement of your appeal. This action can cost you time and money.**

## **Table of Contents**

- **Application Preparation Instructions ..... Pg. 3**
  - **Variance**
  - **Special Permit**
- **Filing Instructions ..... Pg. 6**
- **Hearing Instructions ..... Pg. 7**
- **Appeal of the Decision of the Building Inspector . Pg. 7**
- **Appendix A1 – Forms ..... Pg. 8**
  - **Nonconforming Lot Coverage Worksheet**
  - **Application Packet Checklist**
  - **Application Form for a Special Permit**
    - **Accessory dwelling**
    - **Extension or alteration of a pre-existing non-conforming structure or use**
    - **Use change**
  - **Application Form for a Variance**
  - **Notice of Appeal**

## Application Preparation Instructions

### **What you should know before applying.**

In order to grant permission to proceed with any project which does not conform to the Zoning Bylaw, the Board of Appeals must be persuaded by the applicant with evidence that the proposal meets the requirements of the particular special permit or variance for which the applicant is applying. The applicant should read all relevant sections of the Zoning Bylaws before filling out the application. The burden of meeting the requirements of the particular special permit or variance falls upon the applicant.

For the applicant to accomplish this, it is imperative that the visual presentation:

- Clear plans and elevations of the project as well as the type of construction. This will allow the board to be adequately informed.
- There is no requirement that an attorney represent any appellant. There is also no requirement that the visual presentation material be prepared by an architect or other design professional. However, if you have any doubts as to your abilities to present your arguments and to set forth your proposed design in a clear and precise manner, it may be advisable to seek professional assistance.

**The board will not approve any proposals which it deems are inadequately presented.** In such instances, the hearing may be continued to allow the applicant more time to prepare, or the application may be dismissed with or without prejudice. Dismissal with prejudice will prevent the applicant from reapplying for a period of 2 years. Dismissal without prejudice allows the applicant to reapply at his/her convenience, but does not extend any applicable statute of limitations.

### **Application for a Variance**

The Massachusetts law regarding variances is strict and unyielding. When an individual applies for a variance, he/she requests authorization from the Zoning Board of Appeals to do something that is in violation of the Zoning Bylaw. The criteria for granting a variance are very restrictive and the applicant must meet all three of the following conditions specified in The Zoning Act, MA General Laws Chapter 40A:

1. Special conditions must exist that affect the subject parcel of land. There must be “something wrong” or “something unusual” about the parcel for which the variance is sought. These conditions pertain only to the shape, soil conditions, or topography of the parcel. Shape should not be confused with size.
2. Literal enforcement of the Zoning Bylaw would involve substantial hardship, financial or otherwise.
3. Desirable relief (approving the variance, with or without conditions) may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of the Zoning Bylaw.

The Variance cannot be granted unless the Zoning Board of Appeals specifically finds that all three conditions have been met. The granting of a Variance requires a super-majority vote (at least 4 hearing members voting YES)

### **Decision:**



If the criteria are met, the Board of Appeals, in its discretion, may grant the variance, with or without reasonable conditions, safeguards, and limitations. A member of the board will make a motion and the board will vote to authorize a designated decision writer to draft a preliminary decision (approving or denying the application). The applicant's hearing will be continued to the next regularly scheduled meeting (normally in two weeks) where the Board will review and approve the draft decision for form and content.

### **Application for a Special Permit**

There are three types of Special Permits that can be applied for:

- 1. A permit for an accessory dwelling.**
- 2. A permit for the extension or alteration of a pre-existing non-conforming structure or use.**
- 3. A permit for a change of use.**

Individuals requesting a Special Permit must be prepared to present information demonstrating that the following criteria are met:

- 1) Special Permit for *an accessory dwelling* requires all the following conditions be met:
  - a) The single family dwelling to which the accessory dwelling is being added has been in existence for at least five years at the time of application.
  - b) The single family dwelling must be in conformance with Section 2450 of the Zoning Bylaw The non-conforming lot coverage worksheet with calculations must be included).
  - c) Documented from the Board of Health to the Board of Appeals that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on the site.
  - d) Parking (as required by Section 3320) **must** be provided either in a garage or on paved surfaces not located with any required yard.

The Board of Appeals must also consider whether the lot area or other site characteristics assure mitigation of any impacts on the neighborhood, whether there is enforceable assurance that occupancy of the unit will serve significant community purposes, such as facilitating care for elderly or handicapped, or provide housing at unusually low cost and whether site and building design will effectively avoid any departure from the character of the neighborhood.

- 1) Special Permit for *an extension or alteration of a preexisting non-conforming structure or use* requires all the following conditions be met:
  - a) The proposed use will not have adverse effects, which over-balance its beneficial effects for either the neighborhood or the Town, in view of the particular characteristics of the site and of the proposal in relation to that site.
  - b) The proposed extension or alteration will not have an adverse affect upon pedestrian and vehicular flow or safety.
  - c) The proposed extension or alteration will not have an adverse affect upon the adequacy of utilities and other public services.
  - d) The proposed extension or alteration will not have an adverse impact upon the natural environment.
  - e) The proposed dwelling must be in conformance with Section 2450 of the Zoning Bylaw The non-conforming lot coverage worksheet with calculations must be included).
  - f)

- g) The proposed extension or alteration will not have an adverse affect upon nearby developed premises.
- h) The proposed extension or alteration will not be visually incompatible with surroundings.
- i) If within a Water Resource district, the proposed extension or alteration will not have an excessive contribution to the cumulative impact upon public water supplies.

In accordance with section 2320 the Bourne Zoning Bylaws, the proposed extension or alteration will not be substantially more detrimental to the neighborhood than the existing non-conforming use or structure.

- 1) Special Permit for *a use change* requires all the following conditions be met:
  - a) The change of use by the Special Permit will not result in externally observable attributes that are more damaging to or inharmonious with the environs than those of the use is being replaced.
  - b) The change of use by the Special Permit will not result in traffic generated by the new use which will excessively exceed that normally expected in the neighborhood.
  - c) The change of use by the Special Permit will not create a nuisance or hazard.
  - d) The change of use by the Special Permit will not be more objectionable to the neighborhood.

**A Special Permit cannot be granted unless the Zoning Board of Appeals specifically finds that all conditions have been met. The granting of a Special Permit requires a simple-majority vote.**

### **Decision:**

If the criteria are met, the Board of Appeals, in its discretion, may grant the special permit, with or without reasonable conditions, safeguards, and limitations. A member of the board will make a motion and the Board will vote to authorize a designated decision writer to draft a preliminary decision (approving or denying the application). The applicant's hearing will be continued to the next regularly scheduled meeting (normally in two weeks) where the Board will review and approve the draft decision for form and content.

### **Appeal of a Decision of the Building Inspector**

An **Appeal of the Decision of the Building Inspector** shall be made pursuant to MGL Chapter 40A Section 8 by filing with the Town Clerk "Notice of Appeal" within twenty (20) days from the date of the decision or order being appealed. The reasons and ground for the appeal should be specified in the notice of appeal. The applicant will submit the completed **Notice of Appeal, Application Packet Checklist**, supporting documents and fee to the Town Clerk

### **Dates/Timetable for Application and Appeal**

- 1. The board of appeals must schedule a public hearing within 65 days from the date the application is filed with the town clerk
- 2. The decision of the board shall be made within 100 days after the date of filing of an appeal, application or petition. Time requirements may be extended by written agreement between the applicant and board.

3. After the public hearing and the board's decision, the Board of Appeals has 14 days to file its decision with the town clerk.
4. There is a 20 day appeal period for all decisions that starts on the next full calendar day after the decision has been filed with the town clerk.

### **Filing Fees**

1. The filing fee for processing an application to appeal of the Decision of the Building Inspector is \$100.00
2. The filing fee for processing an application for a Special Permit is \$130.00.
3. The filing fee for processing an application for a Variance is \$130.00.

If a project requires separate actions (i.e. two different applications) only one fee will be charged.

### **Document Submission Requirements**

In order to assure timely and proper distribution, copies of all documents should be submitted in collated packets. Twelve (12) copies (packets) of the following documents are required:

1. The formal application
2. The Bourne assessor's map. Copies can be obtained from the town-engineering department.
3. Certified plot plan showing the affect of the proposed change on the property and footprint of the building.
4. If deemed necessary by the applicant, any relevant building plans
5. Detailed driving directions to the property location.

In addition submit two (2) copies of the "List of Parties of Interest". This is a list of the names and addresses of the petitioner, abutters, owners of land directly opposite on any public or private street and abutters to the abutters within three hundred feet (300 ft) of the property line of the petitioner.

### **Filing Instructions**

- 1) Only official Zoning Board of Appeals forms are to be used when preparing an application for a Special Permit or Variance.
- 2) All applications to Town Clerk's office for processing **must** be accompanied by the following **required items**:
  - a) An **Application Packet Checklist** denoting:
    - i) Check the type of application (Variance, Special Permit or Notice of Appeal)
    - ii) List the petitioner's name, property address, and telephone number.
    - iii) Check the supporting documents that are included as part of this submission.
  - b) An **Original Completed Application** signed by the applicant or his/her agent together with:
    - i) One (1) certified list of names and addresses of Parties of Interest defined as:
      - (1) Petitioner
      - (2) Abutters
      - (3) Owners of land directly opposite on any public or private street.

- (4) Abutters to abutters within three hundred feet (300 ft.) of the property line of the petitioner as they appear on the most recent tax list.
- ii) Twelve (12) copies of the completed application.
- iii) Twelve (12) copies of the Bourne Assessor's Map clearly defining the subject parcel(s).
- c) **If the application is for a subdivision**, twelve (12) copies of prints showing the proposed subdivision endorsed by a registered land surveyor.
- d) For **new construction or addition(s) to an existing structure(s)**, a **Certified Plot Plan must be presented** showing setbacks of the existing structure(s) and new addition(s).
- e) **Condominiums**. The following must be supplied if the structure is a condominium:
  - i) Signed document from the condominium association attesting to the fact that the applicant's proposal does not conflict with their rules/regulations and/or master deed if such are applicable.
  - ii) Letter of approval from the Bourne Fire Department attesting that there are no safety, traffic or other problems related to the proposed alterations.
  - iii) The Board may require a Certified Plot Plan.
- f) A precise set of written directions to the subject property.
- 3) The following items may be included for clarification, and may be required by the Board if a majority of the Board deems it necessary in order to make an informed decision:
  - a) Detail structure plans, which would further clarify the applicant's intent and provide the Board with additional information to assist them in their determination.
  - b) Any other pertinent documents that are part of the justification.
  - c) A filing fee in the form of a check made payable to the **Town of Bourne**.
- 4) The application, filing fee and all plans/documentation are delivered to the Town Clerk who:
  - a) Verifies that all required documents are present.
  - b) Signs the **Application Packet Checklist**.
  - c) Date stamps and records the submittal.
  - d) Collects and deposits the application fee.
- 5) After submittal of the above documents to the Town Clerk, and paying the filing fee, the Town Clerk forwards all documents to the Zoning Board of Appeals Administrative Assistant who must schedule a hearing within sixty-five (65) days from the date the application is received.

## **Hearing Instructions**

Regular meetings for the Board of Appeals shall be held at 7:30 PM on the first and third Wednesday in the lower-level conference room in the Bourne Town Hall, or at such other times and locations as the Board deems convenient, after notification to all appropriate persons. If a regular meeting falls on a holiday or Election Day, the meeting will be held on the day, time and place advertised. Special meetings may be scheduled at the discretion of the Board or at the request of two members. Notice of a Special meeting shall be given to each member at least (48) hours before the time of said meeting. The Chairman will call the meeting to order and open the session. Meetings will follow a published agenda (See section 4.0). Parliamentary Procedures using Robert's Rules of Order will regulate the meeting and hearings. Minutes of each meeting

will be recorded, taken and transcribed into hardcopy for review, final approval and filing with the Town Clerk.

Applicant hearings will follow these steps:

- 1) The Chairman will read the notice of hearing as advertised in the newspaper.
- 2) The Chairman announces the names of members of the Board who will hear the appeal. If there are not enough regular members present. The Chairman will select one or more alternates to complete the board. If an alternate is needed, the chairman will rotate alternate assignments for each hearing.
- 3) The applicant or his/her representative shall present their case to the Board.
- 4) The Building Inspector may be asked to explain to the Board, the reason for the appeal.
- 5) The abutters to the property present at the hearing or any other interested party may be heard and their comment duly recorded.
- 6) The Board members vote to close the applicant and public comment portion of the hearing.
- 7) The Board members discuss and vote on the appeal.
- 8) The Chairman informs those present of the requirement for appealing a decision of the board within 20 days pursuant to Massachusetts General Law 40A.

## **Appendix A1 – Applicant Forms**

- **Nonconforming Lot Coverage Worksheet**
- **Application Packet Checklist**
- **Application Form for a Special Permit**
  - Accessory dwelling
  - Extension or alteration of a pre-existing non-conforming structure or use
  - Use change
- **Application Form for a Variance**
- **Notice of Appeal**

When an applicant is requesting the expansion of an existing dwelling or an accessory dwelling under a Special Permit.

When an applicant is requesting the expansion of an existing dwelling or an accessory dwelling under a Special Permit, this worksheet is required to calculate the **Gross Floor Area**; this calculation is necessary to satisfy the requirements of Section 2450 of the Zoning Bylaw.

## NON CONFORMING LOT COVERAGE WORKSHEET

Section 2456. Table

Nonconforming Lot Size (square feet)	Maximum <b><u>Gross Floor Area</u></b> To Lot Area	Maximum <b>Lot Coverage</b>	Maximum Building Height
Less than 6,000	25%	25%	25 feet
6,000 to < 7,000	25%	25%	26 feet
7,001 to < 8,000	24%	25%	27 feet
8,001 to < 9,000	24%	25%	28 feet
9,001 to < 10,000	23%	25%	29 feet
10,001 to < 11,000	23%	25%	30 feet
11,001 to < 12,000	22%	24%	31 feet
12,001 to < 13,000	22%	23%	32 feet
13,001 to < 14,000	21%	22%	33 feet
14,001 to < 15,000	21%	21%	34 feet
15,001 or more	20%	20%	35 feet

**Maximum Gross Floor Area (GFA):**

The sum of **all** horizontal floors areas for **all** residential structures on the same lot, including garages, barns, sheds, covered porches. Measurements taken from exterior face of exterior walls.

\*Does not include 1-story garages w/ a max. of 480 s.f.), porches less than 200 s.f., decks, cellars/basements w/ walls more than 50% below grade & areas less than 6'6" floor to ceiling, providing no roof penetrations (dormers, skylights) & not accessed by fixed stairs.

**Maximum Lot Coverage:**

Includes all structures: dwellings, garages, porches, decks, sheds, gazebos, storage containers over 75 s.f. swimming pools over 4000 gallons

**2457. Departure.** The Board of Appeals may for “good cause” grant a Special Permit for departure from the requirements of Table 2456 but only in the case of Maximum Gross Floor Area and

<i>Lot Size</i>		<i>Max Gross Floor Area</i>		<i>Lot Coverage (footprint)</i>	
<i>% used to determine GFA requirements</i>		First floor		Dwelling	
<i>Maximum GFA =</i>		Second floor		Garage	
		Garage*		Deck/Porch	
<i>% used to determine lot coverage requirements</i>		Porch*		Shed	
<i>Maximum Lot coverage =</i>		Basement		Storage container	
		Other		Gazebo	
				Swimming pool	
<i>Building Height (also see definition)</i>		<b>Total:</b>		<b>Total:</b>	

Maximum Lot Coverage in either case provided that all the following are shown:

Good and sufficient cause; Failure to grant the departure would result in exceptional hardship to the applicant; or conflict with existing laws.

The departure must be the minimum necessary to afford relief and not exceed an increase greater than **ten percent (10%) of the calculated area.**

Example: Lot Size 10,000 s.f. x 23% = 2300 s.f. (GFA allowed). Maximum relief allowed upon evidence of exceptional hardship, 2300 s.f. x 10% = 230 s.f.

**Total GFA = 2530 s.f.**

**Application Packet Check List**  
(Please Check Appropriate Box)

**Application:**      Special Permit ☐      Variance ☐      Building Inspector  
Decision Appeal ☐

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Submitted**  
**YES**      **NO**      **N/A**

☐      ☐      ☐

The original and eleven (11) copies of the completed and signed Application.

☐      ☐      ☐

Twelve (12) copies of the Bourne Assessors Map (from the Town Engineering Department.

☐      ☐      ☐

Twelve (12) copies Certified Plot Plan – (**NOTE: This is a required document for new construction, additions or modifications to existing structures).**

☐      ☐      ☐

Twelve (12) copies of a Building Plan if needed for clarification

☐      ☐      ☐

Twelve (12) copies of registered subdivision plans  
(***NOTE: pertaining only to cases subdividing land***)

☐      ☐      ☐

Two (2) certified list of “Parties of Interest”(Abutters)

☐      ☐      ☐

Twelve (12) copies of driving directions to the property

**Condominium Section - Additional Documents:**

☐      ☐      ☐

Signed document from the condominium association attesting to the fact that the applicant’s proposal does not conflict with their rules/regulations and/or master deed if such are applicable.

☐      ☐      ☐

Letter of approval from the Bourne Fire Department attesting that there are no safety, traffic or other problems related to the proposed alterations.

☐      ☐      ☐

The Board **MAY** require a Certified Plot Plan.



**The office of the Town clerk has determined that the following items are missing from the application:**

---

---

---

---

---

---

---

\_\_\_\_\_  
**(Signature) - Town Clerk**

\_\_\_\_\_  
**Date**