

**Town of Bourne
Zoning Board of Appeals**

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

Application: Supportive Finding ☐ Special Permit ☐ Variance ☐
Building Inspector Decision Appeal ☐

Applicant Name: _____ **Telephone:** _____

Property Address: _____

Submission Requirements

- ☐ **The original and eleven (12) 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).**
Please use the form located after this checklist and submit to the Assessor’s office.
- ☐ **Twelve (12) copies of driving directions to the property from Town Hall.**
- ☐ **Twelve (12) copies of the GFA worksheet signed by the Town Planner** (located on pg. 29)
- ☐ **Copy of Kennel Report from Natural Resources**
(prior to submitting application)
- ☐ **An electronic copy of entire submission emailed to chammond@townofbourne.com or on a thumb drive.**

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.

(This will be done in-house after the application has been submitted)

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

(Signature) - Town Clerk

Date

REQUEST FOR CERTIFIED ABUTTERS LIST

REQUESTED BY:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____

EMAIL: _____

SUBJECT PROPERTY:

LOCATION _____

MAP/PARCEL _____

Check appropriate purpose:

Planning Board

- ☐ Special Permit
- ☐ Sub-division
- ☐ Waiver of SP/SPR
- ☐ Site Plan Review

Zoning Board of Appeals

- ☐ Variance
- ☐ Special Permit
- ☐ Appeal B.I. Decision

☐ Cape Cod Commission

☐ Board of Selectmen:

- ☐ Special Permit
- ☐ Liquor License

☐ Board of Health

☐ Conservation Commission

- ☐ RDA
- ☐ NOI

Assessors Office Use Only

ABUTTERS:

MAP/PARCEL

MAP/PARCEL

MAP/PARCEL

Hideaway Village Notification Forms

Because all the homes at Hideaway Village are located on one parcel, the “List of Parties of Interest” provided by the Assessing Department to an applicant (see page 8) generally does not include a list of names and addresses of actual abutters to the locus of the applicant’s property, or those actually affected by the proposed project.

Therefore, to insure that the actual parties in interest receive notice of the hearing before the Board of Appeals, both notices set forth in the appendix must be sent:

- 1) To be sent with the notice of hearing by Hideaway Village Association to all affected unit owners:

RE: [Name of owner and address of unit at which project may be built]

NOTIFICATION TO AFFECTED UNIT OWNERS OF BOARD OF APPEALS HEARING

You are hereby notified that if the Hideaway Village Association approves the project at the above address, the applicant will still be required to obtain a Special Permit from the Town of Bourne Board of Appeals. You have a right to be present and heard at the hearing before the Board of Appeals. You should contact the Bourne Town Hall to learn the date, time, and place of the Board of Appeals hearing.

The following Certification should be filed with all applications from Hideaway Village residents for a Special Permit.

CERTIFICATION

I hereby certify that the following persons were considered to be affected unit owners and were sent the above notification concerning the Board of Appeals’ hearing on the Special Permit being requested by _____, by certified or registered mail on _____ (date):

<u>Name</u>	<u>Unit Address at Hideaway Village</u>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Hideaway Village Authorized Representative

- 2) To be sent by the applicant or by the Hideaway Village Association at the same time that notices to the abutters are sent concerning the Board of Appeals hearing:

RE: [Name and address of Applicant]

NOTIFICATION TO AFFECTED UNIT OWNERS OF BOARD OF APPEALS HEARING

You are hereby notified that the Hideaway Village Association has approved a building project at the above address. The applicant is still required to obtain a Special Permit from the Town of Bourne Board of Appeals. You have a right to be present and heard at the hearing before the Board of Appeals, which will be held at the Bourne Town Hall on _____, 20____, at _____ pm.

The following Certification should be filed with all applications from Hideaway Village residents for a Special Permit.

CERTIFICATION

I hereby certify that the following persons were considered to be affected unit owners and were sent the above notification concerning the hearing by the Board of Appeals on the Special Permit being requested by _____, by certified or registered mail on _____ (date):

Name	Unit Address at Hideaway Village
------	----------------------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Applicant or Hideaway Village Authorized Representative

2456. Table

Nonconforming Lot Size (square feet)	Maximum Gross Floor Area To Lot Area	Maximum Lot Coverage	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

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 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.

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

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 10,000s.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.

Town Planner or Designee

Date

This only a verification that the numbers provided on this worksheet are accurate based upon the certified plans provided by the applicant.