

Winchendon Planning Board

Town Hall, 109 Front Street, Winchendon, MA 01475

Telephone (508) 297-0085

Fax (508) 297-1616



Access to Lot Special Permit Application

Fee Paid: Town of Winchendon \$ _____ Winchendon Courier \$ _____

Pursuant to the provisions of Massachusetts Genreal Law Chapter 40, Section 57, the Town Bylaw, Licenses and Permits of Delinquent Taxpayers, Section 21.1: 'Any Board ... shall deny the application ... for any person, corporation, or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charge.' Certification must be obtained from the Town Treasurer on this form before it is submitted to the Planning Board. The Town Treasurer has up to ten (10) days to complete certification.

I hereby certify that no debt is owed to the Town by the applicant or the owner of record for a period of time greater than twelve (12) months.

Town Treasurer _____ *Date*

PB # _____ Rec'd by Planning Board _____

APPLICANT name _____
Address _____ Tel.# _____

LANDOWNER name _____
Address _____ Tel.# _____

LOCATION OF LOT _____

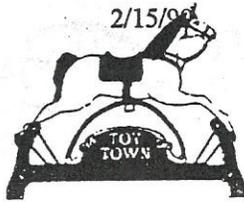
Zoning District in which lot is located _____. Required frontage for the district is _____ ft
This lot has _____ ft of legal frontage for zoning purposes on _____.

Applicant is proposing to access this lot by way of _____
for the following reason(s): _____

Deed to the property, as recorded in the Worcester District Registry of Deeds:
Book _____ Page _____ Assessor's Map _____ Parcel _____
Applicant must provide a survey plan of the lot showing the constraining factors that require access to be made from a line other than the legal frontage.

The undersigned hereby request a special permit under section 4.5 of the *Winchendon Zoning Bylaw* and certify that all information provided in this application is true.

APPLICANT signature _____
OWNER signature _____



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Access to Lot Special Permit Applicant Instructions

1. Fill out the *Access to Lot Special Permit Application*.
2. Have a survey drawing of the lot prepared by a Registered Professional Surveyor, showing all of the constraining factors that cause access to this lot to be made from a line other than the lot's legal frontage.
3. Provide a written statement on the plan explaining the proposed access and enumerating the reasons why.
4. Obtain proof that the proposed access will be able to obtain an address that will insure that emergency services will be able to locate the residence.
5. Include on the survey drawing the status of the proposed access way.
6. Submit the completed application to the Town Treasurer for tax certification. The Treasurer has up to ten (10) days to complete certification.
7. Submit the tax certified application and five (5) copies of the drawing to the Town Clerk and pay the appropriate fees.
8. The Planning Board will schedule a public hearing of your application within 65 days of the date stamped on it by the Town Clerk. You will be notified by mail of the date, time and place of the hearing (*Notice of Public Hearing*). Plan to attend that hearing to present your application. You are also entitled to be represented by an agent or attorney if you so choose.
9. The Planning Board will close the hearing when they are satisfied that they have sufficient information with which to make their decision on your application. The Board has 90 days from the date they close the hearing to make their decision.
10. Once the Board has made its decision, they will inform you forthwith in the mail (*Notice of Decision*).
11. The Board then has up to 14 days to prepare a detailed record of their actions and decisions and a formal *Notice of Recording*, which they will file in the Town Clerk's office. Copies of all documents will be forwarded to you.
12. There follows a 20-day appeal period at the end of which the Town Clerk will certify that no appeal has been filed (of your application) if this is the case, and the certified notice will be sent to you.
13. It is your responsibility to record the *Notice of Recording* at the Worcester County Registry of Deeds before the Special Permit becomes effective. The permit lapses if not exercised within two years.