



**TOWN OF WRENTHAM**  
WRENTHAM TOWN HALL  
79 SOUTH STREET  
WRENTHAM, MASSACHUSETTS 02093  
P 508-384-5441 | F 508-384-3174  
www.wrentham.gov | planning@wrentham.gov

**ZONING BOARD  
OF APPEALS**

## **INSTRUCTIONS FOR THE FILING OF APPLICATIONS**

### **APPLICATION SUBMISSION REQUIREMENTS/CHECKLIST**

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**Submission Requirements:** All application submissions must adhere to the requirements of the Town of Wrentham's Zoning Bylaw and regulations, which can be found on the Zoning Board of Appeals webpage: <http://www.wrentham.ma.us/boards-committees/wrentham-ma-zoning-board-of-appeals>

**Pre-submission Review:** It is highly recommended that a pre-filing review of the ZBA application packet be performed by the Zoning staff prior to formal submission to ensure all required documents as summarized below, have been included in the packet.

**Submission:** All application materials as summarized below must be submitted in **10 collated and paper clipped packets** for Zoning staff to review and schedule a hearing. All applications must be submitted in person, no electronic submissions allowed, including all applicable filing fees, to the Planning & Zoning Office during regular business hours, noted below. **Failure to submit a complete packet will cause a delay in processing your application and scheduling of hearing.**

Monday, Wednesday & Thursday 8 a.m.-4:30 p.m., Tuesday 8 a.m.-7:30 p.m.

### **APPLICATION SUBMISSION REQUIREMENTS**

**Application Checklist, A complete ZBA Application must include the following: Ten (10) collated and paper clipped packets** of the application form and any additional required documentation as detailed below must be filed with

- Fees**, A check for the application type made out to the Town of Wrentham.  
Residential: \$100      Commercial: \$200      Comprehensive Permit (Ch. 40B): \$750 + \$10/unit  
Additional Costs: The Applicant is responsible to pay for the Legal Advertisement in the Sun Chronicle which will be billed directly to the Applicant and the required postage for mailings (see Appendix C).
- Application**, including **all** required signatures, one (1) original, nine (9) copies
- Certified Abutters List (Appendix A)** \*applicant will submit request form and \$25 payment directly to the Assessor's Office – Date of issuance of Abutters List from the Assessor must be within 30 days and current calendar year & will include the mailing labels.
  - Two sets of mailing labels – **DO NOT** remove labels from printed sheets
  - Plain business envelopes; no return address, first class postage affixed (amount submitted to equal total number of labels)
  - Twelve (12) plain business envelopes; no return address, first class postage affixed (for submission to abutting towns Planning Department)

- Site Plan**, Three (3) full size (24"x36") and seven (7) tabloid size (11"x17") paper copies and shall contain the following information:
  - Plan name, property boundaries, square footage, dimensions, true north point, date, scale,
  - Names of present property & abutting owners, street names,
  - Existing & proposed property features: structures (i.e. additions, buildings, sheds, porches, decks), driveways and setbacks from those features (front yard, side yards and rear yard) including heights (from average grade to highest roof peak).
- Building Plans**, Three (3) full size (24"x36") and seven (7) tabloid size (11"x17") paper copies of proposed buildings, alterations, or additions and must include at a minimum: elevations, all exterior alterations, or new construction and elevations
- Project Narrative**
- Waiver Requests**, A list of all waivers from all relevant sections of the Zoning By-Law specific to your application.

#### ADDITIONAL SUBMISSION REQUIREMENTS

##### Accessory Dwelling Unit (ADU - Section 4.11)

In addition to the Application Submission Requirements, the following additional documents are required for applications for ADU (Please review the specific sections of the Town of Wrentham Zoning By-law for further submission requirements):

- A floor plan of the proposed accessory unit showing the square footage of each room and calculation of the square footage of the living area.
- A Parking area plan.
- Picture or drawing of the external appearance of the existing home and proposed apartment.
- Affidavit of Owner Occupancy.
- A Site Plan to include, in addition to above, the location of the septic system, private well/water line and parking area.

##### Home Occupation (Section 4.5)

**Home Occupations must be renewed yearly.** In addition to the Application Submission Requirements, the following additional documents are required for applications for Home Occupation (Please review the specific sections of the Town of Wrentham Zoning By-law for further submission requirements):

- A floor plan of the proposed area in which the home occupation will be conducted, not to exceed 500 square feet.
- A Parking area plan also showing public entrance area.
- Pictures or drawings of the external appearance of the existing home where the Home Occupation will be conducted.

- Sign plans (if any), as allowed for in Section 18, not to exceed eight (8) square feet
- Statement of Residency.
- Hours of operation.

**Administrative Appeals (M.G.L. 40A, Section 8):**

In addition to the Application Submission Requirements, include the Letter of Zoning Denial from the Zoning Enforcement Officer.

**40B Comprehensive Permits**

Please refer to Comprehensive Permit Application Packet

**Variance (ZBL Section 10 & M.G.L. 40A, Section 10)**

In addition to the Application Submission Requirements, a letter detailing how the proposed work meets the following requirements (Please review the specific sections of the Town of Wrentham Zoning By-law for further submission requirements):

- What existing unique conditions relating to soil conditions, shape/topography are present on this site that do not exist elsewhere within the Zoning district?
- What hardship is caused by these conditions to the strict enforcement of the Zoning By-law?
- Will the granting of the Variance negatively affect the public good and the intent of the Zoning-By-law?

**APPENDIX A**



Commonwealth of Massachusetts  
**Town of Wrentham**  
**Board of Assessors**  
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5408  
Email: [assessor@wrentham.ma.us](mailto:assessor@wrentham.ma.us)

**ABUTTERS LIST REQUEST**

**Please allow 10 days for final list**

**Parcel Requested:** \_\_\_\_\_

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

**Record Owner:** \_\_\_\_\_

**Book-Page:** \_\_\_\_\_

**For Which Board:** \_\_\_\_\_

**Reason For Request:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fees for Abutters Lists must be prepaid before list is prepared.**

- \$15.00 - for direct and/or immediate abutters - Board of Health**
- \$15.00 - for abutters within 100 feet - Conservation Commission**
- \$25.00 - for abutters within 300 feet or more - PLNG BD & ZBA**
- \$25.00 - for Abutters List for Liquor License - BOS**



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**APPLICATION FOR HEARING**

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

**1. APPLICATION TYPE**

- |  |  |
|--|--|
| <input type="checkbox"/> Special Permit Accessory Dwelling Unit<br>(ZBL Art. 4.11 & 9)               | <input type="checkbox"/> Special Permit Accessory Buildings<br>(ZBL Art. 6.9 & 9)  |
| <input type="checkbox"/> Appeal of Building Inspector Decision<br>(ZBL Art. 11 / M.G.L. Ch. 40A, §8) | <input type="checkbox"/> Special Permit Home Occupation<br>(ZBL Art. 4.5 & 9)  |
| <input type="checkbox"/> Special Permit Bed and Breakfast Home<br>(ZBL Art. 4.6 & 9)                 | <input type="checkbox"/> Variance<br>(ZBL Art. 10 / M.G.L. Ch. 40A, §10)   |
| <input type="checkbox"/> Comprehensive Permit<br>(M.G.L. Ch. 40B, §20-23)                            | <input type="checkbox"/> Special Permit Non-Conforming Lots/Structures/Uses<br>(ZBL Article 3.4, 9 / M.G.L. Ch. 40A, §6) |
| <input type="checkbox"/> Special Permit Conversion of 1 Family to 2 Family<br>(ZBL Art. 13.4 & 9)    |  |

**2. OWNER OF RECORD:** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Deed recorded in the Norfolk County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

**3. NAME OF APPLICANT (If Not Owner):** \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**4. SITE INFORMATION**

FULL ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ ASSESSOR'S MAP: \_\_\_\_\_ BLOCK/LOT: \_\_\_\_\_

OVERLAY DISTRICTS:  Aquifer Protection  Special Use District

Medical Marijuana SU  Watershed District

EXISTING BUILDING ON PREMISES? (Y/N): \_\_\_\_\_

Square Footage/Use of Existing Building: \_\_\_\_\_

**5. PROPOSED PROJECT**

Proposed Building Footprint: \_\_\_\_\_ Proposed Building Gross Floor Area: \_\_\_\_\_

Proposed Use of Building(s) & Extent of Alterations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provisions or regulations of zoning bylaw (ZBL) or State Enabling Act under which hearing request is made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State grounds for requested action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. REQUIRED SIGNATURES:**

- Please Note: Both signatures 6A and 6B are required and must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

**6A. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:** Both the Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT** and **OWNER(S)** named above, hereby applies for a Hearing with the Wrentham Zoning Board of Appeals and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Wrentham, MA.

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(If Not Applicant)



**6B. REQUIRED SIGNATURE: TAX COLLECTOR**

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Wrentham, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.  
Please make arrangements to pay all outstanding bills to the Tax Collector’s Office.*

\_\_\_\_\_  
Tax Collector’s Office – Name (Please Print)

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date