



Town of South Hadley

BOARD OF APPEALS

TOWN HALL - ROOM 204
SOUTH HADLEY, MA 01075

Notice of Administrative Appeal

Time for acting on this administrative appeal will not commence until all items on this appeal form are complete.

APPELLANT-

Appellant's name: _____

Appellant's address: _____

Appellant's phone#: _____

OWNER-

If the appellant and owner are not the same person, the following must be completed:

Owner's name:

Owner's address:

Owner's phone#: _____

The owner hereby appoints _____ (name of person appointed) to act as agent for purposes of submitting and processing this administrative appeal.

Date: _____

Owner's signature

TITLE TO THE PROPERTY-

The owner's title to the land that is the subject matter of this administrative appeal is

derived from deed/will/other of _____

dated _____ and recorded in _____

Registry of Deeds, Volume _____ Page _____

Or as Land Court Certificate of Title No. _____

Registered in District _____ Volume _____ Page _____

ASSESSOR'S RECORDS-

The land shown on the plan is located on Map __Lot__

Of the Assessor's records and has an address of _____

ZONING REQUIREMENTS-

The land is located in the _____ zoning district.

THE PLAN Required *

Title of plan: _____

Drawn by: _____

P.E. or surveyor's registration#: _____

Date of plan: _____

*A waiver of the required plan may be granted by a unanimous (supermajority) vote of the Zoning Board of Appeals. This request must be attached to this Notice of Administrative Appeal with the reasons for the request.

The Plan

(Required, and must be prepared by a Professional Engineer, Licensed Surveyor, or Landscape Architect, registered in Massachusetts)

Title of Plan: _____

Drawn by: _____

P.E., Licensed Surveyor, or Landscape Architect's Massachusetts registration #: _____

Date of Plan: _____

Requirements for Plans:

1. Maximum scale of 1"=40' or 1:500 units

2. The plans **MUST** include the following:

- a. a north arrow
- b. names of existing and proposed streets
- c. indication of zoning district boundaries if property is located in more than one district
- d. names and addresses of abutters
- e. property lines and location of buildings on abutting properties and properties across any street or way
- f. dimensions of the subject property and verified distances from buildings, structures, and uses on abutting properties.
- g. location of all existing and proposed uses, structures, and buildings on the subject property, principal or accessory.
- h. location of all existing and proposed entrances, exits, drive- ways, parking, and loading
1. existing and proposed contour lines and spot grades
- J. location on the plan of all signs proposed for tile property
- k. location of sewer, water lines, and other utilities on the subject property
- l. location of all significant natural features including trees and other vegetation
- m. any identified wetlands.
- n. setback, side yard, and rear yard dimensions clearly set forth
- o. existing features shown in black; all proposals delineated to stand out
- p. drainage calculations, if applicable

THE GROUNDS-

Explain grounds for your appeal and explain why the board should find in favor of your request for relief: _____

Signature of appellant: _____

Date : _____

Received by Town Clerk on: _____ (date)

Filing fee paid\$ _____

Signature of Town Clerk: _____

Reference: *The Zoning Guidebook 2004*, Carol Rolf, Esq., for the Massachusetts Federation of Planning and Appeals.