



BOARD OF APPEALS  
**TOWN OF FOXBOROUGH**  
40 SOUTH STREET  
MASSACHUSETTS  
02035

**APPLICATION FOR BOARD OF APPEALS HEARING**

Name of Applicant: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Location of Property Subject of the Hearing: \_\_\_\_\_  
Assessors Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Is the property located in any zoning overlay district? No \_\_\_ Yes \_\_\_ If yes, please identify  
overlay district \_\_\_\_\_.  
Owner of Subject Property (if different than applicant): \_\_\_\_\_  
Address of Owner (if different than applicant's address): \_\_\_\_\_  
Were previous decisions rendered on the subject property?: No \_\_\_ Yes \_\_\_. If yes, please  
Provide copy of decision(s).

**\*NATURE OF APPLICATION (complete appropriate hearing request):**

1. Request for a **SPECIAL PERMIT** under Section \_\_\_\_\_ of the Zoning By-Laws to  
allow \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Request for a **VARIANCE** from Section \_\_\_\_\_ of the Zoning By-Laws to allow  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. An **ADMINISTRATIVE APPEAL** in accordance with Section 10.2.2 of the Zoning By-Laws  
(explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. **OTHER** (i.e. Comprehensive Permit, Finding or Sign Bylaw - Chapter 213 Signs)  
Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If necessary, attach additional description page(s).

I, \_\_\_\_\_ as applicant, hereby request a hearing before the Foxborough Zoning Board of Appeals as referenced in the above application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*If applicant is other than owner of subject property, owner must sign authorization below.**

I, \_\_\_\_\_ as owner of subject property, hereby authorize the applicant, \_\_\_\_\_, to act on matters before the Foxborough Zoning Board of Appeals as referenced in the above application.

Subject Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

**Tax Collector's Release**

The above referenced applicant is applying for a permit from the Zoning Board of Appeals and is in good standing with respect to any taxes, fees, assessments, betterments or other municipal charges as recorded with the Treasurer's Office.

Tax Collector or Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Town Clerk Receipt**

The above referenced application has been received and recorded with the Town Clerk.

Town Clerk or Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS FOR APPLICATION FILING: INCLUDE EIGHT (8) COPIES EACH.**

1. Completed application with all signatures affixed.
2. Copy of assessor's map showing parcel subject to hearing.
3. Plot Plan, certified by land surveyor or civil engineer showing proposed work (Mortgage survey plans will not be accepted).
4. Construction plans showing building elevations with dimensions (if applicable).
5. If an administrative appeal, include denial letter or zoning determination from the Building Commissioner or other Town Official (if applicable).
6. Abutter's List (within 300 feet of subject property), certified by the Town Assessor.
7. Any additional documentation relevant to the hearing.
8. Appropriate fees (See Fee Schedule)

## FEE STRUCTURE

A filing fee shall be made payable to the “Town of Foxborough”. An advertising fee shall be made payable to the “Foxboro Reporter”. The filing fee for Comprehensive Permits is determined by the formula appearing in Section 5.03 of the Rules and Regulations. The fees for the applications are as follows:

<b>Application Type</b>	<b>Filing Fee*</b>	<b>Advertising Fee</b>
Single Family and Lot Variances (including home occupations)	\$150	\$100
Variances in non-residential zones	\$300	\$100
Special Use Permit in non-residential zones	\$300	\$100
Multi-Family	\$200 plus \$75 for each unit in excess of 2	\$100
Appeals of Zoning Enforcement Officer	\$150	\$100
Finding	\$150	\$100
Signs	\$200	\$100

*\*Each request within an application is subject to the applicable filing fee listed; fees for multiple requests are aggregated but a single advertising fee applies. For example, an application containing requests for both a variance and a special use permit in a non-residential zone would entail a filing fee of \$600 plus an advertising fee of \$100.*