



## **ADMINISTRATIVE APPEAL CHECKLIST**

### **CITY OF WORCESTER ZONING BOARD OF APPEALS**

455 Main Street, Room 404, Worcester, MA 01608

Phone 508-799-1400 Ext. 31440 - Fax 508-799-1406

#### **STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL, ONE DIGITAL, AND FIFTEEN (15) STAPLED COPIES OF THE FOLLOWING IN THIS ORDER TO THE DIVISION OF PLANNING & REGULATORY SERVICES (DPRS):**

##### **A. Application**

- An application with original signatures by all those appealing.

##### **B. Certified List of Abutters**

- The original, signed by the Assessor (Room 209, City Hall).

##### **C. Copy of Building Permit or Building Commissioner's Determination that you are appealing.**

#### **STEP 2: ALONG WITH 15 COPIES OF THE APPLICATION PACKAGE, SUBMIT THE FOLLOWING TO DPRS:**

##### **A. Two Sets of Stamped Envelopes with Assessor's Address Labels for abutters and applicant.**

- Request two (2) sets of Assessor's Address Labels (listing all abutters and abutters to abutters) from the Assessor's Office (2<sup>nd</sup> floor, City Hall) - prepared for a fee
- Create two (2) separate sets of stamped envelopes with Assessor's labels.
- Include two stamped, addressed envelopes for each applicant.
- The return address on the envelopes should be: City of Worcester, Division of Planning & Regulatory Services; 455 Main Street, Room 404; Worcester, MA 01608
- These envelopes will be used to send notices of the public hearing and outcome.

##### **B. Appropriate fee.** Please make checks payable to the City of Worcester.

##### **C. Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office. All electronic files must be in the following format:

- Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – ZBA – AA)
- Minimum resolution of 200 dpi
- No single file should be greater than 50 MB (collections may be broken into separate files)

##### *Exceptions:*

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

#### **STEP 3: FILE ORIGINAL APPLICATION WITH THE CITY CLERK (2<sup>nd</sup> floor, City Hall). Your application must be processed by the Division of Planning & Regulatory Services before filing with the City Clerk.**

#### **STEP 4: Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.**

**\*\*ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED\*\*  
APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE**

**DO NOT SUBMIT THIS PAGE – FOR YOUR INFORMATION ONLY**

The City of Worcester, by this document, does not provide legal advice. Questions about Administrative Appeals should be directed to your legal counsel.

**Administrative Appeal Decisions:** Final decisions are typically signed at the next scheduled Board Meeting and filed the following day with the City Clerk. The applicant may obtain a properly certified copy of the decision from the City Clerk.

City Clerk, City Hall  
455 Main Street -Second Floor, Room 206  
508-799-1121  
Monday 8:45am - 5:00pm  
Tuesday - Friday 8:45am - 4:15pm  
[www.ci.worcester.ma.us](http://www.ci.worcester.ma.us)

**For more information about the rules and regulations of City of Worcester Boards and Commissions:**

1. The City of Worcester Zoning Ordinance and City of Worcester Zoning Map are available online at [www.ci.worcester.ma.us](http://www.ci.worcester.ma.us). Choose the "Quick Find" option. Then click on "Ordinances and Regulations" and select the appropriate file.
2. Copies of the City of Worcester Zoning Ordinance or Board Rules and Regulations can also be purchased at the City Clerk's office, 2<sup>nd</sup> floor of City Hall.
3. For more information about M.G.L. Chapter 40A, Zoning: <http://www.mass.gov/legis/laws/mgl/index.htm>



11. Zoning district(s) of the property (Indicate if more than one zoning district and any zoning overlay districts):

12. Present use(s) of the property:

13. Proposed use(s) of the property:

14. The applicant seeks to appeal (Describe what you are appealing in as much detail as possible):

15. Explain what your appeal is based on (Describe why you are appealing and what facts you are basing your appeal on in as much detail as possible):

WHEREFORE, the applicant(s) requests that this Board grant the administrative appeal as requested above.

By: \_\_\_\_\_  
(Signature of Applicant or Applicant's Agent)  
If more than one applicant, all applicants must fill out information.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Signature of Applicant or Applicant's Agent)

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Signature of Applicant or Applicant's Agent)  
If more than one applicant, all applicants must fill out information.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Signature of Applicant or Applicant's Agent)

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

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## **CITY OF WORCESTER CERTIFIED LIST OF ABUTTERS**

Replace This Page with Certified List of Abutters  
From Assessor's Office

List of Abutters: The Applicant shall provide a list of "parties of interest" which shall be attached to the application form and shall include the names and address of all abutters and abutters to abutters within three hundred (300) feet of the Applicant's property line. All such names and addresses shall be obtained from the most recent applicable tax list maintained by the City's Assessing Department. The Assessing Department shall certify the list of names and addresses.