



Sign Code Variance Application

To the Board of Appeals of the Town of Sandwich,
The undersigned herewith submits an application and requests a hearing before the Board of Appeals for a Special Permit under Section _____* of Sandwich Protective By-law for the purpose of _____

Subject Property Map # _____, Parcel # _____. (Found on tax bill) Zoning District: _____

Registry of Deeds title reference: Book _____, Page _____, or Certificate of Title Number _____ & Land Court Lot # _____ & Plan # _____.

(Call Barnstable County Registry at (508) 362-7733).

Property Street Address: _____

Lot area of subject property (Found on tax bill): _____

Frontage dimension of subject property (Call Assessor's Office at (508) 888-0157): _____

Date subject lot was created in its present form (Call Barnstable County Registry at (508) 362-7733): _____

Property Owner (s): _____

Owner's Permanent Address: _____

Daytime Phone #: _____

Email: _____

Signature of Property Owner(s): _____

Applicant: _____

Applicant's Address: _____

Daytime Phone #: _____

Email: _____

Signature of Applicant: _____

Signature of Authorized Agent: _____

Daytime Phone #: _____

Email: _____

Please read packet before submitting application.

Submission Requirements for Variance Applications

Two (2) copies of the following:

Section 1321.1:

- o Completed & signed application form. Applications may be submitted electronically or by hard copy. The Department of Planning & Development is authorized to require up to ten (10) hard copies of all materials.

(Two copies of this form must be stamped in by the Town Clerk's office prior to submission. One copy stays with the Town Clerk. The original is filed with the Board of Appeals Application)

- o Written request for waiver of any submission requirements.
- o A site plan prepared to a scale of 1" = 40' minimum, by a Massachusetts Registered Architect, Landscape Architect, Civil Engineer or Land Surveyor, illustrating the shape and location of the proposed building(s) and proposed addition(s).
- o A written narrative describing the variance requested and describing the circumstances relating to the soil conditions, shape or topography of such land or structures that do not generally affect the zoning district on which it is located.

Abutters Notice

The laws governing Variances specify that "parties in interest" (also referred to as **abutters**) are entitled to receive **notice of the public hearing** for a Variance application and the **decision** on that application. The statute defines "parties in interest" as the person requesting the Variance for the property that is the subject of the Variance application; abutters, that is all property owners whose property directly abuts the property that is the subject of the Variance application; owners of land directly opposite on any street and abutters to abutters within three hundred feet of the property line of the petitioner. The Assessing Department is familiar with these requirements.

The list of abutters must be certified by the Assessing Department. The Assessing Department is required to certify these lists in ten (10) days from the date they are received at the Assessing Department. The Assessing Department processes abutter's list certification requests in the order in which they are received. The Assessing Department will contact the person requesting certification when the list has been certified or if there are errors that require a revised abutter's certification request to be submitted to the Assessing Department. There is a fee for certifying abutter's lists. The phone number for the Assessing Department is 508-888-0157. You may also view instructions on the Town website at www.sandwichmass.org. Click on the Maps tab.

The original copy of the abutter's list certified by the Assessing Department must be submitted with the Variance application materials. The certified abutter's list is then used by the applicant **to address the envelopes necessary for the required abutter's notice** for the public hearing and for the decision.

Public Hearing Notice - 1st Mailing

The public hearing notice is mailed to each abutter **by certified mail with return receipt requested. Remember to include an envelope for the applicant and/or property owner(s). Please be sure that the envelopes are complete with the following information:**

- a. Each envelope must be legibly addressed; the return address must also be placed on the upper left hand corner of the envelope:
Planning & Development Office
16 Jan Sebastian Drive,
Sandwich MA 02563;
- b. Each envelope must have enough postage on it to mail one sheet of paper by certified mail return receipt requested;
- c. Each envelope must have the certified mail slips filled out;
- d. Each envelope must have the return receipt cards completely filled out. On the return receipt cards:
 1. The addressee is the person or organization to whom the public hearing notice is being sent.
 2. The service type is Certified Mail.
 3. The article number is the number on the Certified Mail slip.
 4. The return receipt cards must show the sender's address as:
Planning & Development Office
16 Jan Sebastian Drive
Sandwich, MA 02563;
- e. Place certified slip and green return receipt card inside each envelope and submit along with your completed application.

Decision – 2nd Mailing

After the Board makes their decision, the law requires that this decision must also be noticed to the abutters by regular first class mail. However, the applicant and property owner(s) must be notified by **Certified Return Receipt** (please see the above "Public Hearing Notice" section for these envelope procedures).

For the **decision** envelopes:

- a. Each envelope must be legibly addressed to the abutter; the return address placed on the upper left hand corner of the envelope is:
Planning & Development Office
16 Jan Sebastian Drive
Sandwich MA 02563;
- b. Each envelope must have a first class stamp affixed to it.
- c. Submit these envelopes along with your completed application.

The Planning & Development Office will mail the public hearing notices and the decisions to the abutters, Towns, applicant and/or property owner(s).

If you are being represented by an attorney/consultant, make sure you include envelopes for both the public hearing notice & decision to be mailed to your attorney/consultant as well.

Advertising

The laws governing Variances require that a public hearing be advertised in a newspaper of general circulation. The advertisement must appear two times with the first time being not less than fourteen (14) days before the public hearing. The advertisement must state the nature of the applicant's request, along with the date, time and place where the public hearing is to be held.

The applicant is responsible for the cost of the required advertising. The Town of Sandwich has contracted with Falmouth Publishing for the advertisement of public hearing notices. Falmouth Publishing publishes the Sandwich Enterprise once a week on Fridays. A check made out to **Falmouth Publishing Co., Inc.** (please refer to Fee Schedule for amount) is required at the time of application submittal.

Next Steps

The law gives the Board 100 days from the date the application is stamped in by the Town Clerk to file their decision. If the Variance is granted, the law requires that a 20 day appeal period must elapse from the date of that Town Clerk stamp before the decision is final. On the 21st day you may obtain a copy of the decision from the Town Clerk, which will bear a notice that no appeals have been filed. The decision is then eligible to be recorded at the Registry of Deeds. (*Mandatory condition of all special permits and variance grants.*)

Please contact the Town Clerk's Office at 508-888-0340 for further information regarding the appeal period and the time that your decision will be ready for you. A copy of the recorded Variance must be provided to the Board of Appeals.

If you have any questions, please contact the Planning & Development Office at (508) 833-8001 or e-mail us at planning@sandwichmass.org.