



**TOWN OF BROOKFIELD
ZONING BOARD OF APPEALS
6 Central Street
Brookfield, MA 01506**

Application for
Special Permit ☐ or **Variance** ☐

Print CLEARLY Please

Name of Applicant: _____

Residence Street: _____

Town, State, Zip _____

Contact Info: Phone _____ Email _____

Property Owner if Different _____

Owner Address: _____

Property Address Requiring Permit: _____ Brookfield, MA

Property Description: Get the following from the Town Assessor –

Assessors Map: _____ and Parcel _____

Property Acreage: _____ Frontage _____

Deed Book: _____ Page: _____

Get a copy of current Deed or Plan (if any) and a certified list of abutters.

Describe Existing Conditions: _____

Describe Proposed Conditions:

- Attach:** 1) Certified List of Abutters: (from Assessors) and keep a copy for yourself
2) Current deed (from Assessors)
3) Your site plan of applicable property and buildings with front, side, and rear dimensions shown clearly (Assessors may have a suitable plot picture).

Applicant's Signature _____

Town Clerk's Date Stamp:

Instructions for Application

To Initiate a Hearing:

1. Obtain the application for the special permit or variance from the Town Clerk.
2. Follow the instructions on the application and get all the necessary items and information from the Assessors Office in the town hall.
3. Once the application is completed, return it to the Town Clerk with a check for \$90 payable to "Town of Brookfield". The clerk will date stamp the completed application. The ZBA has 65 days in which to have the Hearing.
3. The ZBA will email you a copy of the legal notice for the Hearing in time for you to mail out the notice to the abutters. NOTE-you do not have to use certified mail, you can use the "Certificate of Mailing" method at the Post Office. Keep these as proof of mailing.

At the Hearing:

1. Bring the "Certificate of Mailing" receipts – at this time they are white cards.
2. Any additional information or plot plans that may be helpful.

After the Hearing:

1. The ZBA has an overall 90 days (Special Permit) or 100 days (Variance) to have the Hearing and file the approval or denial of the application with the Town Clerk. The decision will be date stamped by the Town Clerk.
2. After the Hearing decision is filed, there is an appeal period of 20 days for the applicant or any interested party to formally appeal to the court system.
3. If there is no appeal of the decision, the Town Clerk will issue a "Certificate of No Appeal". You may then begin the building permit process, if that is applicable, but note #4 below.
4. If approved with no appeal, the decision must then be recorded by you at the Worcester Registry of Deeds in Worcester to be valid and acted upon. There is a time limit of 1 year (Variance) or 2 years (Special Permit) within which you are allowed to act on the permit which is noted at the bottom of your decision.
5. If denied, the applicant may appeal to the court system in accordance with M.G.L. Chapter 40A, Section 17.

Questions may be directed to any member of the Brookfield ZBA or to Timothy Simon.
508-867-9810 or email (timothyssimon@icloud.com)