

FORM A: ZBA GENERAL APPLICATION

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Town of Middleton Zoning Board of Appeals

Please refer to Section 9.0 of the Zoning Bylaws for authority and requirements. Instructions for filing can be found under Section 260-4 of Town Code.

A complete application includes the following applicable forms:

- ☐ SITE PLAN APPROVAL..... (FORM A1)
- ☐ SPECIAL PERMIT(S)..... (FORM A2)
- ☐ VARIANCE..... (FORM A3)
- ☐ APPEAL..... (FORM A4)

DATE: _____

The forms on the left are required in addition to this **Form A General Application** for each type of relief applied for.

PRINT ADDRESS OF SUBJECT PROPERTY	BOOK/PAGE	ZONING DISTRICT
	ASSESSOR'S MAP/LOT #	
PRINT NAME OF APPLICANT*	SIGNATURE OF APPLICANT	

** If applicant is not the owner of record, authorization satisfactory to the Board of Appeals, to act on behalf of the owner must accompany this application.*

APPLICANT ADDRESS	APPLICANT PHONE	APPLICANT EMAIL
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Briefly state the reason for the application below. Add full memorandum describing application as an attachment to application.

List the name, mailing address, phone, and email of each attorney, agent, engineer, or other representative of the applicant:

NAME	ADDRESS	PHONE	EMAIL

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

TOWN CLERK DATE STAMP BELOW		APPLICATION #
TOWN CLERK	<div style="border: 1px solid black; width: 200px; height: 100px;"></div>	<div style="border: 1px solid black; width: 120px; height: 25px;"></div>
		BUILDING COMMISSIONER
		DATE
		Applications will not be accepted unless signed by Building Commissioner

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Provide the information below for commercial, industrial, and multi-family special permit/site plan/variance applications:

	Existing	Allowed/Required	Proposed
Gross* Floor Area (sq ft)			
Net** Floor Area for Use Proposed (sq ft)			
Gross # Off-Street Parking Spaces			
Open Space (% of Lot Area)			
# of customers/day			
# of employees			
Hours of operation			
Days of operation			
Hours of deliveries			
Frequency of deliveries	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>
			Other _____

Provide the information below for any new building construction:

	Existing	Allowed/Required	Proposed
Lot Area (sq. ft.)			
Open Space (% of Lot Area)			
Building Height (ft)			
Front Setback (ft)			
Side Setback (ft)			
2 nd Side Setback (ft)			
Rear Setback (ft)			
Lot Coverage by Buildings (% of Lot Area)			

* Gross Floor Area: Sum of floor areas of all spaces within building

** Net Floor Area: Area actually usable by the tenant

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Applicants shall fill out the checklist below to help ensure all required materials have been submitted as part of the application.

ZBA APPLICATION CHECKLIST	
<i>Note: The ZBA may deny any incomplete and inaccurate application, petition, or appeal and notify the Town Clerk and appellant of such denial.</i>	
<input type="checkbox"/>	Completed application and required sub-forms, signed by the Building Commissioner, and filed on Town's permitting portal
<input type="checkbox"/>	Certified Abutter's List
<input type="checkbox"/>	Appropriate fee; checks should be made payable to the Town of Middleton
<input type="checkbox"/>	Parties-In-Interest Notification & Decision Materials per Section 260-4.B of ZBA Rules
<input type="checkbox"/>	Deed showing the recorded owner of the property, a purchase and sale agreement, or proof of permission from owner to apply if the applicant is not the owner
<input type="checkbox"/>	Project Narrative: a thorough description of the existing conditions and/or use; the proposed changes; justification of the proposal; and any other relevant information that the board may need in reviewing the application
<input type="checkbox"/>	Stormwater Management Plan and/or Traffic Study under Section 260.4.B
<input type="checkbox"/>	Site plans according to Section 260.4.B(2)(b) prepared by a registered professional engineer, land surveyor, architect, as appropriate; or if no site plan changes are proposed, a copy of most recently approved site plan for the property. Site plans shall be scaled 1 in=20 ft for 24' x 36" sheets; however, only submit 17" x 11" hard copies of plans. Site Plans shall include the Sheets specified under Section 260.4.b(2)(b) as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Existing Conditions Plan <input type="checkbox"/> Proposed Site Plan <input type="checkbox"/> Elevation Plans <input type="checkbox"/> Floor Plans <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Outdoor Lighting Plan
<input type="checkbox"/>	A complete application shall be filed on the Town's permitting portal. The petitioner shall file nine (9) printed copies, including one copy with original signatures (all included plans shall be no larger than 11" x 17"), and one (1) copy on a flash memory device or an emailed copy of each complete application with the Planning Office; however, if a Stormwater Management Plan or Traffic Study is required for a project, only two (2) printed copies as well as digital copies of each shall be required as part of the printed application package. Staff will file one copy of the application package with the Town Clerk and one copy will be kept for the file.
Waivers	
<input type="checkbox"/>	Waiver request(s) with explanations for any of the required items found above