



# TOWN OF WINTHROP

## FILING FEES:

- \$375** Filing Fee –**Make Check Payable to the Town of Winthrop**
- \$25** fee for Abutters Labels - **Make Check Payable to Town of Winthrop**
- \$120** Legal Notice Publication Fee – **Payable to Independent News**
- \$100** Bed & Breakfast Application Fee (*if applicable*)

## BOARD OF APPEALS APPLICATION CHECK LIST

1 Metcalf Square, Winthrop, MA 02152  
 [O] 617-846-1852 x 1013 | [cmccormick@winthropma.gov](mailto:cmccormick@winthropma.gov)  
 Cheryl McCormick, Asst. Town Manager / Planning & Development

Name: \_\_\_\_\_

Business Name \_\_\_\_\_

Legal Representative (*if applicable*) \_\_\_\_\_

Property Address \_\_\_\_\_

Contact Phone (**required**) \_\_\_\_\_

Email (**required**) \_\_\_\_\_

The **following items** need to be filed with the **Town Clerk** at One Metcalf Square, by **4:00 PM** on or before the monthly deadline.

- Completed Application
- Denial Letter from the Building Commissioner
- One (**1**) copy of Certified Plot Plan with Locus and Table of Dimensional Requirements Preferred Maximum size of 11” x 17”  
(*Prepared and stamped by a Civil Engineer*)
- Copy of Deed with book and page number
- Blueprints (*if applicable*) size 11” x 17”  
(or Floor Plan defining rental space if for B&B)
- **\$375.00** Filing Fee (Town of Winthrop)
- **\$25.00** Abutters Labels Fee (Town of Winthrop)
- **\$120.00** Legal Publication Fee (Independent News)
- **\$100** Bed & Breakfast Application Fee (*if applicable*)

You may find the yearly calendar for dates of filing deadlines and meetings online at:  
<https://www.winthropma.gov/345/Board-of-Appeals> or check the Posted Notices at Town Hall.

**\*\* *The applicant is responsible for mailing legal notices to abutters and all costs associated with notification.* \*\***

**Please drop off your paperwork at: Town Clerk’s Office, One Metcalf Square, before the deadline. The paperwork will be reviewed, and we will contact you if there are any questions.**

Application No. \_\_\_\_\_  
Date Filed: \_\_\_\_\_

**Town of Winthrop  
Zoning Board of Appeals  
Application for  
Variance or Appeal Form  
from Decision of Building Commissioner**

All parts of this application shall be completed. Incomplete filings will be rejected and no hearing shall be scheduled.

Applicant must present evidence that tends to indicate that the circumstances relating to soil conditions, shape or topography, specifically the land of structures, but not the zoning district in general and literal enforcement of the provisions of this title would involve substantial hardship, financial or otherwise, to petitioner or applicant, that desired relief may be granted without nullifying or substantially derogating from the intent or purpose of this ordinance and that the relief granted would not create substantial detriment to the public good.

**ADDRESS OF PROPERTY:** \_\_\_\_\_

I hereby request a hearing before the Winthrop Board of Appeals.

**1. Applicant submitting this application is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. Applicant is:**

Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Prospective Purchaser \_\_\_\_\_

**3. The following person is hereby designated to represent applicant in matters arising hereunder:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**4. The land for which this application is submitted is owned by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**5. The land described in this application is recorded in Suffolk County Registry of Deeds at:**

Book \_\_\_\_\_ Page \_\_\_\_\_ or Instrument No. \_\_\_\_\_

**6. Plans describing and defining the variance or appeal are included herewith and made a part hereof and are entitled:**

7. A map describing the land uses of adjacent and nearby properties shall be included and made a part hereof.

Check here to indicate inclusion: ( )

8. A locus map ( ) copy of the Town of Winthrop or uses topographic sheet with site marked for which permit is requested is included and made a part of this application.

Check here to indicate inclusion: ( )

- 9(a) Is the site of this application subject to *Wetlands Protection Act* (M.G.L. c. 131, § 40A or Chapter 130, § 105)?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 9(b) Is the location of the site of this application within 100 feet of a coastal beach: salt marsh land under the ocean?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Describe the property for which this application is being submitted, including dimensions of the land, existing buildings, if any, availability of utilities, sewer, water, etc.

11. What is the EXACT nature of the appeal or variance requested in this application?
  
12. Describe the soil conditions, shape or topography especially affecting the land or structure in question, but affecting generally the zoning district in which the land or structures are located which require applicant to seek this variance.
  
13. Describe how the enforcement of the provisions of the Zoning Ordinances would involve substantial hardship, financial or otherwise, to the undersigned.
  
14. Describe how the desire relief may be granted without substantial detriment to the public good.
  
15. Describe how the variance desired may be granted without nullifying or substantially derogating from the intent of the Zoning Ordinances.

**NOTE:** The law does not permit the Board of Appeals to grant a variance unless all requirements set forth in Massachusetts General Laws Chapter 40A, Section 10 are satisfied. Each of the above categories must be listed in detail.

**Date of Denial by Building Commissioner and/or Planning Board:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date

**ALL MUST SIGN THIS APPLICATION**

Received from the above Applicant the sum of \$ \_\_\_\_\_ to apply against administrative and mailing costs.

By: \_\_\_\_\_

\_\_\_\_\_  
Date

Notice of Application to Board of Appeals made herewith.

\_\_\_\_\_  
Town Clerk

Amount Due \_\_\_\_\_  
Paid \_\_\_\_\_  
Date \_\_\_\_\_

**TOWN OF WINTHROP**  
MASSACHUSETTS



**BOARD OF ASSESSORS**

One Metcalf Square  
Town Hall - Room 1  
Winthrop, Massachusetts 02152

Allen E. Maruzzi,  
Chairman

Peter T. Gill

Telephone: 617/846-2716  
Facsimile: 617/846-4780

**CERTIFICATION OF ABUTTERS**

PROPERTY OWNER.....

MAILING ADDRESS.....

PROPERTY LOCATION.....

ASSESSORS MAP/PARCEL.....

APPLICANT.....PHONE.....

APPLICANT SIGNATURE.....

AUTHORITY REQUESTING LIST.....

DATE SUBMITTED.....

LIST REQUESTED.. 500ft\_\_\_ 300ft\_\_\_ 150ft\_\_\_

Abutter to Abutter (MGL Ch 40a-11)\_\_\_ Abutters (MGL Ch131-40)\_\_\_

I, \_\_\_\_\_, acting as a custodian of assessment records

do hereby certify that the attached documents contain true and complete information from the most recent tax list of the Town of Winthrop, Massachusetts.

I further state that these documents include the names and addresses of abutters as requested above \_\_\_\_\_

Date: \_\_\_\_\_

ASSESSOR'S OFFICE  
Town of Winthrop

Massachusetts General Law c. 40A, s. 11, "The assessors maintaining any applicable tax list shall certify to the permit granting authority or special permit granting authority the names and addresses of parties in interest and such certification shall be conclusive for all purposes."

Massachusetts General Law c. 131, s. 40, "Any person filing a notice of intention with a conservation commission shall at the same time give written notification thereof, by delivery in hand or certified mail, return receipt requested, to all abutters within one-hundred feet of the property line of the land where the activity is proposed, at the mailing addresses shown on the most recent applicable tax list of the assessors, including, but not limited to, owners of land directly opposite said proposed activity on any public or private street or way, and in another municipality or across a body of water."

Assessors Office requires at least a two day processing turn around

"The applicant is solely responsible for requesting the appropriate abutters list required by the applicable Mass General Law."