

Application No. _____
Date Filed: _____

**Town of Winthrop
Zoning Board of Appeals
INITIAL APPLICATION FOR BED & BREAKFAST/TRANSIENT LODGING SPECIAL PERMIT**

NOTICE TO APPLICANTS

Please note that the sections of this application pertaining to this petition must be filled out **COMPLETELY** and all requirements of the rules and regulations of the Zoning Board of Appeals and of the Zoning By-Laws Chapter 17.49 **MUST** be complied with. It shall be unlawful to conduct a Bed & Breakfast use, without a Special Permit from the Zoning Board of Appeals. A Bed & Breakfast (B&B) or Transient Lodging (TL) is an accessory home occupation use within a private residence, providing no more than four guest rooms for a B&B and two for a TL for overnight guests at a fee that may or may not include breakfast.

THIS APPLICATION MUST BE CERTIFIED FOR COMPLETENESS BY THE BUILDING COMMISSIONER BEFORE THE APPLICATION CAN BE FILED WITH THE TOWN CLERK.

ADDRESS OF PROPERTY: _____

Assessors Map No: _____ Lot No: _____

I hereby request a hearing before the Winthrop Zoning Board of Appeals:

1. Applicant submitting this application is:

Name: _____

Address: _____

City/Town: _____

Telephone: _____ Email: _____

Owner: _____ Lessee: _____ Prospective Purchaser: _____

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

Name: _____

Address: _____

Telephone: _____ Email: _____

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

Name: _____

Address: _____

Telephone: _____ Email: _____

Assessors Map No: _____ Lot No: _____ Zoning District: _____

4. The land described in this application is recorded in Suffolk County Registry of Deeds or Land Court Section at:

Book: _____ Page: _____ or Instrument No: _____

5. Plans describing and defining the Special Permit are included herewith and made part hereof and are entitled:

6. A locus map (Assessor Map # _____) with site marked for which permit is requested and the land uses of adjacent properties described shall be included and made a part hereof.

7. Is the site of this application subject to *Wetlands Protection Act* (M.G.L. c. 131 § or Chapter 130 § 105)?

Yes _____ No _____

8. Is the location of the site of this application within 100 feet of a coastal beach, salt marsh, or land under the ocean?

Yes _____ No _____

9. Describe the property for which this application is being submitted, including current use, previous uses, dimensions of land, description of existing buildings, if any, and availability of utilities, sewer, water, etc.

10. Has this application to operate a Bed & Breakfast/Transient Lodging been previously denied?

Yes _____ No _____

If yes, please describe changes made to be eligible:

11. Describe how the desired relief may be granted in consideration of the criteria described in Section 17.49 of the Winthrop Zoning By-Law.

12. May the Special Permit be granted without nullifying or substantially derogating from the intent or purpose of the Zoning By-Laws and may it be granted without substantial detriment to the public good.

13. I understand and am in compliance with the requirements of Chapter 17.49 as follows:

Please check off each requirement as confirmation of compliance.

- This dwelling is my primary residence.**
- I shall always be on premises when services are being provided.**
- No room shall be rented to any guest for more than fourteen consecutive days or no more than forty-five days in a cumulative period.**
- I shall maintain a guest register which is subject to periodic inspection by any municipal official of the Town of Winthrop.**
- The rental area shall not exceed more than forty-five percent of the SF of my residence.**
- I have provided a parking management plan and may not change it without a modification of the Special Permit.**
- The initial term shall be two years and then must be re-applied for prior to the expiration date.**
- This Special Permit is not transferrable without permission granted by the BOA.**
- Occupancy shall be limited to comply with law.**
- This Special Permit shall allow for breakfast to be served only to overnight guests.**
- No cooking or appliances shall be allowed in any rented rooms by guests.**
- There is at least one full bathroom, with a lockable door, included a shower and/or bath, dedicated for the use of guests.**
- I agree to provide constant visible signage attached to the dwelling with contact name & phone number.**

___ Any changes to the exterior or addition to the residence shall require a modification to the Special Permit.

___ I agree with the By-Laws and I am submitting the following items:

- A plot plan prepared by a licensed surveyor showing all existing and proposed structures, appurtenances and parking areas, all boundary, property lines and easements.
- A floor plan drawn to scale showing the location of each guest room, all egresses, locations of bathrooms and where breakfast is served.
- A detailed parking management plan identifying the location of off-street parking on the lot and demonstrating enough parking for the principal use, plus one additional parking space for each guest room and any provision for tandem parking to meet the required parking standards.
- A written statement from the Town's Treasurer/Collector stating that all municipal encumbrances are current.

NOTE: The law does not permit the Board of Appeals to grants a Special Permit unless all requirements set forth in Massachusetts General Laws Chapter 40A § 9 are satisfied. Each one of the above categories must be answered in detail.

Date of denial of Building Permit request by Building Commissioner: _____

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 the administrative costs.

By: _____ Date: _____

Notice of Application to Board of Appeals made herewith.

_____, Town Clerk