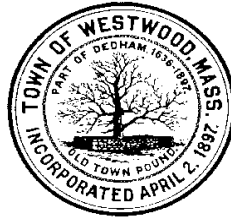


RULES AND REGULATIONS
Of
THE WESTWOOD ZONING BOARD OF APPEALS
AS
SPECIAL PERMIT GRANTING AUTHORITY (SPGA)



50 CARBY STREET
WESTWOOD, MA 02090

Promulgated: January 21, 2015
As Amended: January 20, 2016

ZONING BOARD ADMINISTRATIVE RULES and REGULATIONS

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SECTION 1. ORGANIZATION

A. ELECTION of OFFICERS

The Zoning Board of Appeals (ZBA) a/k/a the “Permit Granting Authority” and “Special Permit Granting Authority” shall annually elect the following officers from among its members: chair, vice-chair, and clerk. A chair/clerk is permissible. A majority of all Regular appointed ZBA members must vote favorably to elect each officer. Associate ZBA members shall not participate in the vote.

B. DUTIES of OFFICERS

Chair – The chair shall transact the official business of the ZBA, coordinate with the clerk and staff when necessary, conduct the meetings and public hearings of the ZBA and decide all points of order unless overruled by the majority of the members of the ZBA. The chair shall vote and be recorded on all matters before the ZBA. Two motions are required to take any action, one of which will be a second. Special permits issued by the SPGA require a super majority to pass. Should only two votes be taken due to unforeseen circumstances, then the appeal period following the filing of the decision with the Town Clerk shall extend from twenty (20) days to ninety (90) days.

Vice-Chair – The vice-chair shall act as chair in case the chair is absent, disabled, or otherwise unable to perform his/her duties.

Clerk – The clerk shall supervise all clerical work, subject to the direction of the ZBA and the chair. Clerical work shall be performed by administrative staff and shall include, but not be limited to correspondence of the ZBA, sending of all notices required by law and these Rules and Regulations, filing the ZBA Rules and Regulations and all amendments thereto with the Town Clerk, drafting, filing, and mailing copies of all decisions and maintaining necessary files and indexes.

Associate Members – the chair shall designate an associate member to sit on the Board in the case of absence, inability to act, or conflict of interest on the part of any ZBA member. In the event of a vacancy on the ZBA, the chair may designate an associate member to act as a member of the Board until another person or associate is appointed to fill the unexpired portion of the vacated term.

SECTION 2. MEETINGS

A. QUORUM

A quorum for taking any action on zoning applications, petitions and appeals is three (3) members or a super majority. Only those members who have participated in all aspects of the case may decide a case. In the event of an unforeseen absence, the so-called “Mullin Rule” adopted by the Town on May 7, 2007 will take precedence.

B. REGULAR MEETINGS

Regular meetings of the ZBA shall be held at 7:00PM on the third Wednesday of the month. All regular meetings of the ZBA shall be posted publically in the Town Hall. If a regular meeting day falls on a holiday or Election Day, the meeting shall be rescheduled and held at such time and place as publically posted in the Town Hall.

C. SPECIAL MEETINGS

Special meetings may be called by the chair, or at the request of two members. Written notice of a special meeting shall be given to each member at least 48 hours before the set time. A notice of every special meeting shall be posted publically in Town Hall.

D. SITE VISITS

The Board members and/or administrative staff, at their discretion, may conduct a site visit to the subject property of the petition, application or appeal, to include access to the property. No deliberations or decisions shall be made by the ZBA on such site visit that would be in conflict with the Open Meeting Law. The petitioner shall accommodate such inspection and any refusal on the part of the petitioner may result in the denial of the petition.

E. OPEN MEETING LAW

All meetings of the Zoning Board of Appeals shall be subject to and comply with the Open Meeting Law, M.G.L. Chapter 39, Sections 23A-23C.

SECTION 3. GENERAL PROVISIONS

A. PURPOSE AND AUTHORITY

These Rules and Regulations are adopted by the Board of Appeals, hereinafter called the Board, as the Special Permit Granting Authority, as provided in the Town of Westwood Zoning Bylaw and in Chapter 40A of the Massachusetts General Laws for the purpose of establishing uniform rules and procedures for the granting of Special Permits, Variances, and/or Appeals of an order or decision by the Building Commissioner. Applicants must also comply with any and all other requirements and procedures set forth in the Zoning Bylaw.

B. APPLICABILITY

A property owner, agent or prospective purchaser who submits certification of property interest and authority, may file an application for a Special Permit, Variance and/or Appeal. Without exception, the property owner on record shall be the signatory to the official Board of Appeals application form. An application submitted without the signature of the property owner shall be considered a failure to submit an application and shall be returned for completion and re-filing. The date of such re-filing shall be the official date of the application.

C. ADOPTION AND AMENDMENT

These Rules and Regulations may be adopted and from time to time amended by vote of the Board during a regularly scheduled public hearing.

E. EFFECTIVE DATE

These Rules and Regulations are effective when voted on affirmatively by the Board and filed with the Office of the Town Clerk.

SECTION 4. FEES FOR VARIANCES, SPECIAL PERMITS & APPEALS

A. APPLICATION FEES

All application fees are due and payable at the time of filing the application to be heard before the Board. Failure to do so shall result in a rejection of the application.

Residential Properties	\$165.00
Business Properties	\$330.00
Comprehensive Permits	\$2530.00

B. REVIEW FEES

It is contemplated that in some cases it will be necessary for the Board to hire consultants such as, but not limited to: traffic, engineering, legal or planning in connection with the review and evaluation of an application. The Applicant shall be required to pay for the costs incurred by the Board for the employment of these consultants.

Funds received by the Board pursuant to this provision shall be deposited with the Town Treasurer who shall establish a special account for this purpose. Expenditures from this account may be made at the direction of the Board without further appropriation. Expenditures from this account shall be made only for services rendered in connection with the project from which a review fee has been collected from the Applicant. Failure of an Applicant to pay a review fee shall be grounds for disapproval of an application. After completion of the project, any excess amount in the account shall be repaid to the Applicant.

SECTION 5. APPLICATION REQUIREMENTS

A. OFFICIAL APPLICATION FORM

Applications for a Special Permit, Variance and/or Appeal shall be made on an official form, which may be obtained from the Town’s website or from the Zoning Administrator. Any communication not on an official form shall be considered as a notice of intention to apply and not as an application. It is the responsibility of the Applicant to ensure the accuracy and completeness of all information submitted to the Board. The Applicant is also responsible for factually supporting all points relied upon in the

application. Failure to meet these requirements may constitute grounds for the rejection of an application for review or for disapproval.

It is the responsibility of the Applicant to provide, along with the application, a written explanation which clearly and concisely explains the proposed project, using supplemental materials such as maps, definitive photographs of the area and any other documentation to inform the Board of the project.

Any zoning relief that may be required in adherence to the Westwood Zoning Bylaw shall be considered by the Board at the time of the hearing.

B. DENIAL OF BUILDING PERMIT

All applications for relief submitted to the Board must include a denial of a building permit or a project review letter signed by the Building Commissioner. No application will go forward without first receiving such from the Commissioner.

In certain instances, the Planning Board will be required to review the project and it is up to the Applicant to proceed as necessary.

C. NUMBER OF COPIES

At the time of application, the Applicant shall file six (6) paper copies of the Official Application Form and all plans, exhibits, analyses and/or attachments and any other information required with the Office of the Town Clerk. The Applicant shall also file with the Zoning Board one (1) electronic copy of the official Application Form and one (1) electronic copy of all plans, exhibits, analyses and/or attachments and any other information required.

D. SIZE OF PLAN SHEETS

At the time of application, the Applicant shall provide 11" x 17" scalable copies of the building plans and certified plot plan sheets. In any event, all filed documents must be legible.

E. CERTIFIED ABUTTERS LIST

A list of Parties in Interest will be filed by the Zoning Administrator with the Town Clerk. This list must be created and certified by the Town Assessor's Office. Parties in Interest are defined in M.G.L. Chapter 40A, §11 as follows:

- Applicant
- Abutters – owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred (300) feet of the property lines of the subject property as they appear on the most recent applicable tax list, which includes any applicable abutters in other towns.
- Planning Boards of abutting communities

SECTION 6. PLAN AND REPORT REQUIREMENTS

A. GENERAL INFORMATION REQUIRED ON ALL PLANS

Each sheet shall have the following general information:

- Title block containing the name of the project
- Applicant name and property record owner
- Name, address and imprint of the professional registration stamp of the Registered Land Surveyor and/or Professional Land Surveyor who prepared each sheet.
- Title and number of each sheet.
- Date of plan and the date of any subsequent revision with the revisions noted.
- Scale and arrow oriented to true north.
- Legend denoting any signs or symbols on the site plan and not otherwise explained.

B. CERTIFIED PLOT PLAN

A certified plot plan drawn within the last five years shall show the following:

- The project drawn to scale, to include existing and proposed structure(s); **such new structure(s) to be delineated in red.**
- Location and dimensions of primary and accessory buildings and structures and proximity to lot lines
- Property address, map and lot number, zoning district.
- Well and septic location, if applicable.
- Location of lot lines, dimensions of lot, frontage
- Locations and dimensions of railroad rights of way and established zoning setback requirements.

C. BUILDING AND ELEVATION PLAN

The Building Plans shall contain the following information:

- All accessory structures must be shown i.e. deck, patio, shed etc. and plans shall be drawn to scale.
- Interior floor plans are required only if they pertain to the petition.
- Building elevations for the existing front, sides and rear of the structure
- Building elevations for the proposed front, sides and rear of the structure
- Building height
- Location and dimensions of exterior stairs
- Interior layout for accessory apartments

D. ADDITIONAL REQUIREMENTS FOR SPECIAL PERMITS

The following Special Permits may require site plans, topographical plans, certifications and professional opinions in addition to the normal requirements for a Special Permit:

- Zoning Bylaw Section 6.2.15 Special Permit – Signs
- Zoning Bylaw Section 7.1 Earth Material Movement
- 9.3 Water Resource Protection Overlay District (WRPOD)

SECTION 7. RECORDING

If the Board of Appeals approves the Special Permit, Variance and/or Appeal, the written decision pertaining to the issue shall be recorded, at the applicant's expense, at the Norfolk County Registry of Deeds and shall be recited in and attached to the deed to the lot served by the action.

SECTION 8. ADDITIONAL INFORMATION

The Applicant may submit whatever additional information the Applicant feels is relevant to properly inform the Board of the proposed project, which may include legal opinions, deeds, historical data, studies and reports. The Board is empowered to require information in addition to that specifically required by the Zoning Bylaw or these Rules and Regulations if it finds that this information is necessary to properly act upon the application.

Should any person or party desire for any written material, including legal arguments or positions, to be considered by the Zoning Board of Appeals in connection with any petition before the Board, such material shall be submitted to the clerk of the Board no later than five (5) calendar days before the public hearing on the petition, or such material shall not be considered.

SECTION 9. APPLICATION PROCEDURE

A. VARIANCES

The Board shall hold a public hearing for which notice has been given on any application for a variance within sixty-five (65) days from the date of filing such application. The decision of the Board shall be made within one hundred (100) days from the date of filing the application with the Town Clerk. Failure by the Board to act within the prescribed time shall be deemed a grant of the variance.

The Board has the authority to grant variances pursuant to M.G.L. Ch. 40A, Section 10 where owing to circumstances relating to soil conditions, shape or topography of such land or structures and especially affecting such land or structures, but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the bylaw would involve substantial hardship, financial or otherwise, to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good, and without nullifying or substantially derogating from the intent or purpose of the bylaw. A written statement attesting to the above must be submitted with the application.

B. SPECIAL PERMITS

The Board shall hold a public hearing for which notice has been given on any application for a special permit within sixty-five (65) days from the date of filing such application. The decision of the Board shall be filed with the Town Clerk within ninety (90) days following the date of such public hearing at which the decision was made.

Failure by the Board to act within the prescribed time shall be deemed a grant of the Special Permit. A written statement providing facts that the proposed addition/alteration shall not be substantially more detrimental to the neighborhood than the existing non-conforming structure must be submitted with the application.

C. APPEALS

Any appeal taken under M.G.L. Chapter 40A Section 8 and/or Section 10.1.7 of the Westwood Zoning Bylaw must be made within thirty (30) days from the date of the order or decision of any administrative official. The petitioner shall file the application for the appeal with the Town Clerk, specifying the grounds for the appeal. The petitioner shall also notify the administrative official whose decision is the subject of the appeal.

The Board shall hold a public hearing for which notice has been given on any appeal within sixty-five (65) days from the date of filing such appeal. The decision of the Board shall be made within one hundred (100) days from the date of filing the appeal with the Town Clerk. Failure by the Board to act within the prescribed time shall be deemed a grant of the appeal.

D. REFERRAL TO OTHER BOARDS AND DEPARTMENTS

The Board of Appeals may transmit copies of said application, together with such information as the Board deems appropriate, to the Board of Health Director, Town Planner, Town Engineer, Chiefs of the Police and Fire Departments, Conservation Commission, Building Commissioner and Board of Selectmen for their review and recommendation within twenty-one (21) days of the filing of the application. The Board may also transmit copies of the application to other Boards and Departments as it deems appropriate. Copies of such reviews and recommendations shall be sent to the Board of Appeals, provided however, that failure of any such Board or Department to make recommendations within thirty-five (35) days of receipt by such Board or Department shall be deemed a lack of opposition. These Rules and Regulations do not preclude compliance with any other local, State or Federal laws.

SECTION 10. PUBLIC HEARINGS

A. PUBLIC HEARINGS

Notice of the public hearing shall be given by publication in a newspaper of general circulation in the Town of Westwood once in each of two successive weeks, the first publication not being less than fourteen (14) days before the day of the public hearing, and by posting such notice in a conspicuous place in the Town Hall for a period of not less than fourteen (14) days before the public hearing. Notice shall also be sent by mail, to the parties in interest (the Applicant, abutters within three hundred (300) feet of the property line of the subject property, owners of land directly opposite on any public or private street or way and the Planning Boards of the abutting communities). In all cases, notification of the public hearing shall be the responsibility of the Board. The required time limits for a public hearing may be extended by written agreement between the Applicant and the Board, which agreement shall be filed in the office of the Town Clerk.

B. RULES OF PROCEDURE FOR PUBLIC HEARINGS

An Applicant, or party in interest, may appear on his own behalf or may be represented by an authorized agent or attorney. In the absence of an appearance on behalf of an Applicant, without cause, the Board may make a decision on the basis of available information otherwise received.

All persons giving testimony before the Board shall be sworn before testifying and said oath shall be administered by the Chairman of the Board. The Chairman shall preside at all public hearings and meetings. The Chairman may designate any member or associate member of the Board to preside as Acting Chairman and perform the duties of the Chairman in his absence. The Chairman, subject to these rules, shall decide all points of order or procedure. Any individual who anticipates speaking on behalf of or against the petition shall make their statement under oath administered by the Chairman and sworn at the start of the meeting.

The Applicant or his duly authorized representative shall present evidence, testimony or other information in support of the application. After the Applicant's presentation, the Board may question the Applicant, regarding the evidence, testimony or other information presented. Counsel appearing for the Applicant and counsel appearing for those in opposition, shall have an opportunity to cross-examine any witness testifying before the Board of Appeals, but the Chairman may restrict the extent of such cross-examination. Other individuals appearing before the Board may cross examine any witness only as permitted by the Board. Any persons in attendance will then be given the opportunity to speak or provide testimony. No person shall speak until recognized by the Chairman and provided his name and address for the record. No person shall be polled unless said person is a resident of the Town of Westwood or a duly authorized representative of a resident of the Town of Westwood, or the owner of land which is affected by the subject matter of the hearing.

Should any person or party desire for any written material, including legal arguments or positions, to be considered by the Board of Appeals in connection with any petition before the Board, such material shall be submitted to the clerk of the Board no later than five (5) calendar days before the public hearing on the petition, or such material shall not be considered.

All written communication shall be submitted into the record prior to the close of the public hearing. No further evidence, testimony or information shall be presented or entered into the record after the close of the public hearing.

C. RECORDINGS/TRANSCRIPTS OF PUBLIC HEARINGS

Every hearing held by the Board of Appeals shall be digitally recorded and Petitioners may obtain a transcription of the recording upon request made in writing to the Administrator of the Board. Expense of such transcription, including postage and photocopying as necessary will be assumed by the Petitioner.

Written minutes will be prepared for each hearing and available on the Town website.

SECTION 11. DISPOSITION OF APPLICATION

A. FILING OF APPLICATIONS

Before a petition will be scheduled and advertised, complete copies of the appropriate official application form, together with the filing fee and such other information and plans as required by the Board, shall be filed in the office of the Town Clerk.

If the application is incomplete, or the agenda has been closed, the application may be heard at the next scheduled public hearing.

B. VOTE

The affirmative vote of the three (3) members of the three (3) member Board shall be required to authorize, issue, uphold or reverse a Special Permit/Variance/Appeal.

C. DECISION FOR SPECIAL PERMITS

The decision of the Board for SPECIAL PERMITS shall be made and filed with the office of the Town Clerk within ninety days (90) days following the close of the public hearing. The required time limits for a decision may be extended by a vote of the Board. The vote to extend the time limits shall be filed in the office of the Town Clerk.

The written decision shall state clearly the reasons for the action, and shall include specific findings as required by Chapter 40A of the Massachusetts General Laws.

D. DECISION FOR VARIANCES AND APPEALS

The decision of the Board for VARIANCES and APPEALS shall be made and filed with the office of the Town Clerk within one hundred (100) days of the filing of the application. The required time limits for the decision may be extended by a vote of the Board. The vote to extend the time limits shall be filed in the office of the Town Clerk.

The written decision shall state clearly the reasons for the action, and shall include specific findings as required by Chapter 40A of the Massachusetts General Laws.

E. NOTIFICATION OF DECISION

A notice of the filed decision shall be made to parties in interest, abutting towns and to persons present at the public hearing requesting such notice. The Applicant will receive a copy of the full decision. Copies of each decision shall be sent to the Planning Board, Building Commissioner, Assessor's Office, Board of Health and any other Board or Department involved in the original petition. The notice shall specify that appeals, if any, shall be made pursuant to Section 17, Chapter 40A of the General Laws and shall be filed within twenty (20) days*after the date the decision was filed with the office of the Town Clerk.

F. RECORDING AND OBTAINING PERMITS

The Applicant shall file the decision, as certified by the Town Clerk that the twenty (20) day appeal period has expired, in the Norfolk County Registry of Deeds. Evidence that the decision has been recorded in the Registry of Deeds must be provided to the Town Clerk, Board of Appeals and Building Department. The Applicant is responsible for obtaining all necessary permits, licenses, rights and/or releases prior to commencement of the project.

G. CONSTRUCTIVE APPROVAL

Failure by the Board to file a decision with the office of the Town Clerk within ninety (90) days or the extended time agreed upon by the Board and Applicant shall be deemed to be a constructive grant of the Special Permit. An Applicant who seeks constructive approval by reason of the failure of the Board to act within the required time period must provide written notification to the office of the Town Clerk within fourteen (14) days of the expiration of the ninety (90) days or extended time period. The Applicant must notify the parties in interest by mail, postage prepaid, of the constructive grant. The notice shall specify that appeals, if any, must be made pursuant to Section 17, Chapter 40A of the General Laws and filed within twenty (20) days after the date the Town Clerk received written notification from the Applicant that the Board failed to act within the prescribed time period. In the event a Special Permit/Variance is deemed granted as the result of the failure of the Board to act within the prescribed time period, the Applicant should provide sufficient data to meet all requirements of the Zoning Bylaw and relevant statutes.

H. WITHDRAWAL OF APPLICATION

An Applicant may withdraw an application, without prejudice, by written notice to the Board and the Town Clerk at any time prior to the first publication in the local paper of the notice of the public hearing. If such request is made prior to publication of notice of hearing, all fee deposits shall be refunded.

After such public notice, withdrawal of an application, without prejudice, shall be permitted only by vote of the Board.

*NOTE: All reference to "days" shall mean calendar days, unless otherwise stated

I. APPEALS

Any person aggrieved by the decision of the Board may appeal such decision as provided in Section 17, Chapter 40A of the Massachusetts General Laws within twenty (20) days after the date the decision was filed with the office of the Town Clerk.

J. REPETITIVE APPLICATIONS

No appeal, application or petition which has been unfavorably and finally acted upon by the Board of Appeals or Planning Board shall be favorably and finally acted upon within two (2) years after the date of such unfavorable action unless the Board which acted upon the appeal, application or petition, by a unanimous vote, if the Board of Appeals or all but one member if the Planning Board, finds specific and material changes in the conditions upon which the previous unfavorable action was based and describes such changes in its records. All but one of the members of the Planning Board must also consent to a repetitive appeal, application or petition initially acted upon by the Board of Appeals and submitted for reconsideration within two (2) years after the date of unfavorable action after notice is given to parties in interest of the time and place of the proceedings to consider consent.

K. LAPSE OF SPECIAL PERMIT/VARIANCE

No Special Permit shall be authorized by the Board without the condition that it will lapse if the substantial use under the Special Permit is not commenced within two (2) years from the date of the final action by the Board except for good cause or the final determination of an appeal under M.G.L., Chapter 40A, Section 17.

The rights granted by a Variance shall lapse if they are not exercised within one year of the date of the grant.

L. EXTENSION OF SPECIAL PERMIT

Prior to the expiration of a Special Permit, the Applicant may apply for an extension of the Special Permit for a period not to exceed one (1) year. The Applicant may apply for an extension if the substantial use thereof has not commenced except for good cause.

M. EXTENSION OF VARIANCE

Upon written application by the grantee, the Zoning Board of Appeals may extend the one year time period in which to exercise the rights authorized by a variance, provided such extension does not exceed six (6) months.

An application for such extension must be filed with the Zoning Board of Appeals prior to the expiration of the six (6) month lapse period.

If the Zoning Board of Appeals does not grant an extension within thirty (30) days from the date of such application, the rights authorized by the variance will lapse upon the expiration of the original one year period and such rights may only be reestablished after giving notice and holding a new hearing.

N. EFFECTIVE DATE OF SPECIAL PERMIT

No Special Permit shall take effect until a copy of the decision, bearing the certification of the Town Clerk that twenty (20) days have elapsed after the filing of the decision and certification either that no appeal has been filed or that an appeal has been filed within such time period, is recorded in the Registry of Deeds and indexed under the name of the property owner of record and parcel address.

The person exercising rights under a duly appealed Special Permit does so at risk that a court will reverse the permit and any construction performed under the permit may be ordered undone.

O. MODIFICATION, AMENDMENT OR RENEWAL OF PERMIT

The Board shall have the authority to modify, amend or renew its approval of a Special Permit upon written request of the property owner, agent, or prospective purchaser as provided for in Section 11., Parts L. and M. of the Rules and Regulations, if the Board determines that such action is consistent with the purposes and intent of the Zoning Bylaw.

Submission requirements for requests to amend Special Permits/Variations are the same as for an original Special Permit/Variance application.

The Building Commissioner, in his sole discretion, may allow de minimis changes to any zoning relief conferred by the Zoning Board of Appeals (“the Board”) without further review and approval by the Board, provided such changes do not materially or substantially derogate from the purpose and intent of such relief, as stated by the Board in either its written decision or at public hearing. In exercising this discretion, the Building Commissioner should afford due consideration to the Board’s findings and decision, the underlying By-Law(s), and particularly the impact or effect, if any, such changes might have on immediate abutters and/or the general public. If the Building Commissioner concludes that the proposed changes might materially or substantially derogate from the purpose and intent of the Board’s relief, or result in any adverse impact or effect on immediate abutters and/or the general public, the Building Commissioner shall require the petitioner to submit an appropriate petition for review and approval by the Board at a public hearing.

SECTION 12. SEVERABILITY OF PROVISIONS

If any section or provision of these Rules and Regulations is held invalid, it shall not invalidate any other section or provision hereof. If the application of any section or provision of these Rules and Regulations to any person or circumstances is held invalid, it shall not invalidate the application of these Rules and Regulations to other persons and circumstances hereof.

SECTION 13. WAIVER OF FULL COMPLIANCE

Full compliance with these Rules and Regulations may be waived by the Board provided such waivers are deemed to serve the public interest and do not conflict with Chapter 40A of the Massachusetts General Laws or the provisions of the Town of Westwood Zoning Bylaw.

TOWN OF WESTWOOD



ZONING BOARD OF APPEALS ADMINISTRATIVE RULES AND REGULATIONS

The Westwood Zoning Board of Appeals, in accordance with M.G.L. Chapter 40A, Section 9, hereby adopts the aforementioned Rules and Regulations, governing the organization and conduct of the Board and also governing review and action on Appeals, Special Permit and Variance applications.

In addition to complying with the rules set forth in these Rules and Regulations, applicants must also comply with any and all requirements set forth in the Town of Westwood Zoning By-law and Massachusetts General Laws. No procedure set forth within these Rules and Regulations should be construed to limit the Board of Appeals' powers and rights with respect to those documents. The procedural rules detailed in this document are presented to provide the Board and other interested parties clarification on how the Board conducts its' business.

BOARD of APPEALS

Chairman

Clerk

Third Member

DATE: _____