

**TOWN OF BERLIN BOARD OF APPEALS
APPLICATION FORM**

Please print or type answers to all of the following using additional pages if necessary.

1. Applicant's Name (and Company, if applicable): _____
2. Applicant's Address: _____
3. Applicant's Telephone _____ E-mail _____
4. Applicant is : Owner _____ Tenant _____ Licensee _____ Prospective Buyer _____ Other _____
5. If Applicant Is Not the Property Owner, Please Answer the Following.
 Property Owner's Name (and Company, if applicable): _____
 Property Owner's Address: _____
6. Application Type (Special Permit, Site Plan, Variance, Etc.) Please List All That Apply:

7. Property Location/Address: _____
8. Zoning District of All Lots: _____
9. Map/Lot/Book/Page Identification for Property(s) as recorded in the Registry of Deeds:

10. Section(s) of Zoning By-law That Apply to This Petition:

11. Details of Decision Being Appealed:

12. Specific Relief Requested:

13. Description of Petition and Applicant's Reasons for the Board to Approve the Petition:

14. Please List Any Applicant Representatives* Who Will Be Present or Will Prepare Materials for the Public Hearings.

NAME	ROLE**	COMPANY	ADDRESS	TELEPHONE	E-MAIL

* **NOTE:** Any such applicant representative whose statements or work product are presented to the Board must disclose the nature and extent of any personal interest beyond payment of customary fees for their service(s) related to the applicant.

** e.g. attorney, architect, contractor, etc.

15. Have any prior variances or special permits been granted for this property? NO YES
 If "yes", please provide details on a separate sheet.
16. Are there any outstanding enforcement actions or regulatory issues related to this property including, but not limited to: EPA/DEP, Town Boards, Federal or State Government agencies; or have there been any such issues related to this property at any time in the past five years?
 If "yes", please provide details on a separate sheet. NO YES
17. Are there any other pending applications with other Town Boards or necessary approvals from other Town Boards related to this application including, but not limited to, Planning Board, Conservation Commission, Board of Health? With other Towns? The State of Massachusetts?
 If "yes", please provide details on a separate sheet. NO YES
18. Is this property current with any financial obligations to the Town of Berlin including, but not limited to real estate taxes?
 If "no", please provide details on a separate sheet. NO YES

I hereby request a hearing before the Berlin Zoning Board of Appeals with reference to the aforementioned petition, and I hereby authorize the Board members and other Town officials, in their official capacity as related to this petition, to have unrestricted access to the subject property in relation to such hearings.

Signature of Applicant: _____ **Date:** _____

Print/Type Name: _____

If appropriate, Company and Title of Signatory: _____

Signature of Property Owner: _____ **Date:** _____

(If different from petitioner) Print/Type Name: _____

If appropriate, Company and Title of Signatory: _____

APPLICATION FILING WITH THE BERLIN TOWN CLERK

Filing Date: _____

Berlin Town Clerk Signature

Applicants are advised that all papers filed with the Board seeking a variance, special permit, or any other relief from or action by the Board, shall be signed and dated by the party on whose behalf the filing is made or by the party's authorized representative and shall state the address, telephone number, facsimile number, and electronic mail (e-mail), address of the party or authorized representative. This signature shall constitute a certification that the signer has read the document and believes the content of the document is true and accurate, and that the document is not interposed for delay. Signature by an authorized representative also certifies the full power and authority to represent the party. Any paper filed with the Board that contains false, inaccurate, or misleading information may be grounds for the Board to deny any relief sought from, or request made to, the Board by any party.

Applicants are also advised that any public hearing the Board Chair, at his/her discretion, may elect to have the Applicant and/or the Applicant's representatives sworn in relative to the statements that they make to the Board. The Board, at its discretion and by majority vote, may require that the Applicant submit additional information related to the application, including, but not limited to, a proposed "Memo of Decision" specifying proposed finding and conditions.