ZBA APPLICATION GUIDE

* Copy of Assessors’ Map
* Scale drawing of premises:
  + Showing all property lines
  + Distances from any building or proposed buildings
  + Driveways and parking area
  + Location of septic and well
  + Location of any soil conditions, topography which would effect a variance
  + Drawing of any proposed changes to buildings
  + Underground utilities
  + Location of exterior lighting additions
* If this is for a business; description of signage including location
* If not the owner, copy of lease or rental agreement
* Notarized letter of approval/consent signed by owner or authorized agent
* Application form with current certified abutters list [to be attained through the Assessors’ Office]
* $250 filing fee [check or money order payable to the “Town of Colrain”].
* Application should be reviewed by the Zoning Board clerical assistant to ensure completeness prior to submittal to Town Clerk (this will eliminate the postponing of a hearing by the ZBA due to missing documentation).
* Submit to Colrain Town Clerk-55 Main Rd. Colrain, MA 01340