

ZONING BOARD OF APPEALS
APPLICATION PROCESS

FILING:

1. One (1) original and four (4) copies of the application, six (6) copies of any plans and/or renderings, one (1) request for the abutter list and the filing fee is submitted to the Board of Appeals. The application should clearly reflect what relief you are seeking, include the appropriate section from the Zoning Law, and state the size of the proposed addition or structure. Complete and sign the enclosed Request for Abutters List

2. **The plans should include a *recent* certified plot plan, stamped and signed by a Registered Engineer or Land Surveyor, showing the location of all buildings including any proposed building, zoning lines and the location of buildings on adjacent lots, if pertinent. The plans should show the distance from the existing and proposed structures to the lot lines. It is the responsibility of the applicant to ensure that the plans and drawings are up to date, with the date of issue affixed to the sheet. If revisions are made, the date and description thereof should also appear above the issue date in the title box or in the lower right-hand consecutively in ascending order and clearly described in the title box. The revision number shall be shown in the location(s) on the sheet where a change has been made.**

The filing fee can be found on the FEE SCHEDULE included in this packet. It may be advisable for applicants submitting plans relating to large, undeveloped tracts of land to include existing and proposed topographical data and drainage provisions.

NOTE: The applicant is advised that while Board staff will assist applicants on procedural matters, no legal or other advice shall be given. Applicants must look to their own attorneys or other advisors in this regard.

3. The application is time stamped “clocked-in” with the Town Clerk by the ZBA staff.

4. The law requires a minimum of thirty-five (35) days before a hearing date is set. This time is for notification of various town boards, allowing them time to respond if they have an interest.

5. You will be notified by mail of your hearing date. You will be sent a copy of your Public Hearing Notice, a sample of a sign which must be posted by the applicant on the property a minimum of fourteen (14) days before the hearing date, and an affidavit form for publication and sign. The applicant is responsible

for the publication of the Public Hearing Notice in a local paper, two times, the first a minimum of fourteen (14) days prior to the hearing, the second seven (7) days later. You will also be sent a copy of your abutters list with the amount due to be paid prior to the hearing.

HEARING:

6. You will present to the Board the two (2) full pages of the newspaper with the public hearing notice and the affidavit for publication and sign. The chairman will read this notice into the record and you will be asked to present your case. At this time, you must be prepared to answer questions regarding the request for a variance/special permit. The Board will ask you questions and then open the hearing for any questions or comments from interested parties present.

SITE VISIT:

7. Approximately one week prior to your hearing date, please mark out dimensional changes on the property as noted on your plan for Board Members to review during their site visit. Site visits are made independently by each member. You may remove markings after a decision has been rendered by the Board.

DECISION:

8. At the following Board meeting (generally the first and third Tuesday of the month) the Board will render a decision. The law allows fourteen (14) days for the decision to be written and clocked in with the Town Clerk, however this usually only takes a few days. You and the abutters will be sent a copy by mail. After completion and authorization by the Chair, there is a (20) day appeal period after filing and clocking the decision with the Town Clerk.
9. On the twenty first (21) day, the decision is “certified” that no appeal has been made. A copy of this certified decision will be mailed to you (unless you make arrangements with the Office of the Board of Appeals to pick it up) with instructions to register the decision at the Registry of Deeds.

You may now apply to the Building Department for whatever permits are required.