



Time

Date

Town Clerk

**PROCEDURES AND DOCUMENTS  
NEEDED FOR  
ZONING APPEAL**

**Checklist**

- A completed application seeking a special permit or variance
- A denial letter from the Inspector of Buildings
- A Site Plan showing the location of all existing structures, the well and septic system (tank and leech field) and an endorsement from the Board of Health
- All pertinent information regarding the Conservation Commission is required
- Property lines with measurements pertaining to the project
- Map and Lot numbers
- 5 sets of the application package
- \$180.00 for filing

**Bring all the above mentioned documents as a package to the Town Clerk**

- Receive a time and date stamp
- The Clerk will forward the packet to the Zoning Board of Appeals
- The Zoning Board of Appeals has 65 days to hold a hearing from the date of the stamped endorsement
- Legal notice will appear in the newspaper at least 14 days prior to the hearing
- After the hearing is held and the 20 day wait period has passed, you need to get a "Statement of No Appeal" from the Town Clerk
- Go to the Registry of Deeds for the community. Record the decision within the deed. Filing fee is \$75.00
- Return to the Building Department with the decision letter to get a Building Permit

**This document is important to your file.**

**\*Please bring this back when all the boxes have been checked off\***