



TOWN OF PHILLIPSTON
Zoning Board of Appeals
50 The Common
Phillipston, MA 01331
Phone: (978)249-1736
Fax: (978)249-3356

Time

Date

Town Clerk

APPLICATION FOR HEARING

Special Permit _____ Variance _____ Administrative Appeal _____

Name: _____

Address: _____

Location of Property: _____

Applicant is: Owner _____ Authorized Agent _____ Licensee _____
Prospective Purchaser _____

Nature of Special Permit (Please be specific, attach another sheet if applicable)

I hereby request a hearing before the Zoning Board of Appeals with reference to the above noted application.

Signed: _____

Title: _____

Date: _____

Received from applicant the sum of: \$ _____ to apply to the advertising cost.

PLEASE RETURN TO THE BUILDING DEPARTMENT WITH THE DECISION OF THE ZONING BOARD AND APPLICATION FOR THE BUILDING PERMIT.



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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 of the above documents as a package to the Town Clerk.

- _____ Receive a time and date stamp.
- _____ The Clerk will forward the package 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.***