



TOWN OF PHILLIPSTON

Zoning Board of Appeals
50 The Common
Phillipston, MA 01331
Phone: 978-249-6828
Fax: 978-249-3356

selectman@phillipston-ma.gov

Time: _____

Date: _____

Town Clerk

Zoning Appeal Procedures and Documents

Complete your application package:

- Completed application seeking a special permit and/or variance
- Denial letter from Inspector of Buildings
- 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, parcel and lot numbers
- 5 sets of the application package
- \$300 for filing (any charges beyond that will be invoiced)
- One copy of abutters list from the Board of Assessors

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

Next steps:

- 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
- The 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 to record the decision. Please check the fee required from the Worcester Registry of Deeds for the recording.
- Submit the decision letter to the Building Department to receive your permit.

Please return this document when all boxes have been checked off