

**Z.B.A. Checklist
For
Application for a Public Hearing**

- ☐ Z.B.A. receives a Letter of Denial from the Building Inspector.
- ☐ Applicant/applicants file an Application for a Hearing with the Z.B.A.
- ☐ Date for the next Z.B.A. Hearing is selected.
- ☐ Applicant submits 8 copies of an “As Built” Plan regarding the request for the variance/special permit.
- ☐ Applicant/applicants sign the Application for a Hearing and pays the Town Clerk a fee according to the following fee schedule:
 - Residential Variance \$150 each
 - Commercial and Industrial Variances \$350 each
 - Multi-Family Residence \$150 per base unit plus \$50 per unit.
 - Residential Special Permits \$150
 - Commercial and Industrial Variances Special Permits \$350 each
 - Non-Residential Special Permits \$350 each
- ☐ Z.B.A. clerk completes the Notice of Public Hearing.
- ☐ Z.B.A. Clerk files a notice of Public Hearing with the Town Clerk. The Town Clerk will post this Public Hearing Notice in the Town Hall.
- ☐ Z.B.A clerk gives applicant/applicants the Public Hearing Notice. One copy is to be sent to each abutter within a 300’ radius. All meetings shall be public hearings and notice of such shall be given by publication in a newspaper of general circulation in the City once in each of two (2) consecutive weeks; the first publication to be not less than fourteen (14) days before the day of the hearing. It

is the option of the petitioner to send out the Public Hearing notices, however, the petitioner will be responsible for all costs related to sending out Public Hearing notices at time of application.

- ☐ Z.B.A. Clerk gives applicant/applicants a request for a Certified List of Abutters within 300' of variance/special permit request. This list is to be obtained at the applicant/applicants expense from the Assessors office.
- ☐ Upon receipt of the list of abutters, applicant/applicants are to send the Public Hearing Notice to each abutter by Mail, Postage Prepaid.
- ☐ Collect, 20 minutes before the Public Hearing, all green and white Certified Mail receipts and the green return receipt postcard from the applicant/applicants along with the list of abutters within 300' that was obtained from the Assessors Office to verify that all the abutters have been notified.
- ☐ Collect, 20 minutes before the Public Hearing, the newspaper ads for the two weeks published showing that the Public Hearing Notice was published in a local newspaper for two consecutive weeks prior to the Public Hearing.
- ☐ Hold Public Hearing
- ☐ If Variance/Special Permit is approved, ZBA clerk completes Notice of Decision paperwork.
- ☐ The Z.B.A. clerk will then file the Notice of Decision with the Town Clerk. When the Town Clerk date stamps the Notice of Decision, the 20-day appeal period will begin. No appeal, special permit or variance shall take effect until a copy of the decision is recorded at the Town Clerk's office and the Registry of Deeds.
- ☐ The Z.B.A. clerk then sends the applicant/applicants a letter notifying them of the date the 20-day appeal period ends. At this time, the applicant/applicants will pick up the no appeal letter and the notice of decision from the Town Clerk and file with the Registry.
- ☐ The Z.B.A. clerk will then make two copies of the Notice of Decision and give one copy to the Planning Board and one copy will be filed in the applicant/applicants file.

If you should have any questions, please feel free to contact the ZBA clerk, Amanda Jacobson, at 508-949-8012.