



TOWN OF BOXFORD

ZONING BOARD OF APPEALS

7 A Spofford Road

Boxford, MA 01921

Tel 978-887-6401 - Fax 978-887-1236

INSTRUCTIONS FOR FILING SPECIAL PERMIT-VARIANCE-APPEAL

Fill out forms completely and submit to Town Clerk by **12:00 noon** on the deadline date.

_____. The meeting date for this deadline is _____
(deadline date) (meeting date)

The following must be submitted:

FOUR (4) SETS PLUS THE ORIGINAL. PLANS SHALL BE 11x17 AND ONE FULL SIZE SET OF PLANS, 24x36. DO NOT STAPLE ORIGINAL. APPLICANT MUST ALSO SUBMIT AN ELECTRONIC PDF VERSION OF THE APPLICATION (PLEASE DO NOT INCLUDE COPIES OF THE PAYMENT WITH ELECTRONIC VERSION).

COPIES OF ALL NECESSARY FORMS LISTED BELOW MUST BE SUBMITTED IN COMPLETE SETS.

- ☐ - Public Hearing Application forms. The applicable zoning by-law **must be provided by the applicant**
- ☐ - Certified list of abutters (**300'**) (from Assessor's Office) **978-887-6000 (504)**
- ☐ - Postage Fee Form (showing the # of abutters and surrounding towns)
- ☐ - Authorization form for public notice for hearing in Tri-Town Transcript
- ☐ - Copy of title or deed
- ☐ - Plan of land (**please see above for size of plans required for filing**)
- ☐ - Full plan of proposed project (see ZBA regulations for more details)
(please see above for size of plans required for filing)
- ☐ - Check for application fee in the amount of \$_____
- ☐ - Check for the mailing of abutter notification
- ☐ - Denial form from Inspector of Buildings (if required)
- ☐ - Maintenance agreement **and** safety sign-off clearance form
(if filing for special permit for shared driveway)

After filing application, your legal ad will be done and a copy mailed to you. Your public hearing will be located at the Boxford Town Hall- Meeting Rm #1.

Office staff will advise the applicant regarding filing with the Boxford Planning Board, for their recommendation to the Zoning Board of Appeals.

After all evidence is received and the hearing is closed the decision will be issued and filed with the Town Clerk. You will be notified by mail with a stamped copy. There will be an appeal period for twenty (20) days and then you may get the decision from Town Clerk's Office and bring to the Essex South Registry of Deeds to be recorded. **Copies of the recording from the Registry must be submitted to the Zoning Board of Appeals/Inspector of Buildings offices.**

APPLICATION REVIEWED BY ZBA SECRETARY: _____

(signature with date)

PLEASE NOTE; TOWN CLERK WILL NOT STAMP UNLESS FIRST REVIEWED BY ZBA OFFICE FOR FULL COMPLETION.