

## **ZBA Procedures and Timelines**

1. **RESIDENTIAL APPLICATION FILING and COPIES:** Six (6) copies for residential applications, including all required supporting documents, must be submitted a minimum of one month prior to a ZBA scheduled public hearing date. An electronic copy of the complete submission must be provided at the same time.
2. **COMMERCIAL APPLICATION FILING and COPIES:** A minimum of six (6) copies for business/commercial applications, including all required supporting documents, must be submitted a minimum of one month prior to a ZBA scheduled public hearing date. Additional copies may be required. An electronic copy of the complete submission must be provided at the same time.
3. **ALL APPLICATIONS – FILING FEES:** The appropriate filing fee must be presented with the application.
4. **COMMERCIAL APPLICATIONS – ESCROW:** All commercial applications may be subject to escrow requirements to cover peer review and must be submitted with the application, as required.
5. **SIGN-OFFS:** All applications must include sign-offs from Conservation for jurisdictional wetlands and the Board of Health as to adequacy of septic for any new construction or remodeling.
6. **FILING OF DECISION:** After the public hearing process is completed, the Board will write its decision within fourteen (14) days after a vote to approve and file with the Town Clerk.
7. **APPEAL PERIOD:** Any permit granted is subject to a twenty-one (21) day appeal period from the date of filing with the Town Clerk.
8. **ACTIVATING YOUR ZONING PERMIT:**
  - a. **Obtain a certified copy from the Town Clerk:** After the appeal period has lapsed, the Applicant must obtain a certified copy of the decision from the Town Clerk for recording at the Registry of Deeds or Land Court. A fee may be applicable.
  - b. **Record the Decision:** The Applicant will then record the certified copy of the decision with the Registry of Deeds or Land Court. The Applicant will then receive a copy of the recorded/filed decision and a **recording receipt**.
  - c. **Return a copy of the recording receipt to the Building/Zoning Office.**
9. **OBTAIN A BUILDING PERMIT:** Follow Building Office instructions.