

Town of Norwell

**BOARD OF APPEALS**

***What forms do I need to complete to apply for a public hearing before the Board of Appeals?***

Applicants should consult the Board of Appeals' Rules and Regulations, which contain detailed *Instructions to Apply for a Public Hearing*. The *ZBA Public Hearing Application Checklist* serves as a guide for the applicant to prepare for the Public Hearing. The Building Inspector and the Secretary to the Board of Appeals are available as a resource to provide general information and to respond to procedural questions. It is the applicant's responsibility to complete the application and provide the appropriate number copies of the requested information and documentation.

**ZBA-1**      **APPLICATION FOR PUBLIC HEARING:** This is the basic application used by most applicants to apply for a Public Hearing for Special Permits, Variances, Site Plan Review and/or under Other Powers of the ZBA.

**Form ZBA-1A, SITE PLAN REVIEW: Supplemental Information,** must be completed and attached to ZBA-1 for Site Plan applications.

**Form ZBA-1B, IN-LAW APARTMENT AFFIDAVIT,** must be attached to ZBA-1 **only** if the application is for a Special Permit for an In-Law Apartment.

**ZBA-3**      **COMPREHENSIVE PERMIT APPLICATION:** This form should be completed for projects making application under M.G.L. c. 40B.

**ZBA-4**      **TIME LIMIT EXTENSION AGREEMENT:** This form extends the Public Hearing process time period afforded by law to a date mutually agreeable to the applicant and the Board of Appeals. This form is completed only in the event additional time is needed to complete the hearing and decision process. (A letter from the applicant confirming a mutually agreeable extension date is also acceptable.) It is expected that most applicants who submit timely information will not require this form.