

## ZBA Procedures/Timeline

1. Nine (9) copies of the Application, including all supporting documents, must be submitted 1 month before the anticipated hearing date.
2. All Applications must include approvals, if required, from Conservation, Board of Health and Planning. If approvals have not been granted, ZBA hearing could likely be continued.
3. If the Application is approved by the ZBA the Board has **two weeks** to file it's Decision with the Town Clerk.
4. Once the Decision has been filed, there is a **21 day Abutter's Appeal Period**.
5. Once the Appeal Period has lapsed, the Applicant will obtain a certified copy of the filed Decision from the Town Clerk for recording at the Registry of Deeds/Registry District of the Land Court. There is a fee for the certified copy.
6. The Applicant will record/file the Decision with the Registry of Deeds/Registry District of the Land Court. At this time you will receive a copy of the recorded/filed Decision and a receipt.
7. Once the Decision has been recorded/filed, the Applicant may apply for their building permit online (if not done so previously) and bring the Registry receipt to the Zoning Admin for proof of recording/filing.