

SPECIAL PERMIT – VARIANCE – FINDING DIRECTIONS ON HOW TO SUBMIT AN APPLICATION

Applications may be found on the Town Web Site: hamiltonma.gov on the Zoning Board of Appeals page.

Please complete & submit the required Zoning Board of Appeals Application with the application fee to the Building/Inspectional Services Department.

Once the application is received then Administrative Assistant for the Zoning Board of Appeals will complete the following steps per Massachusetts General Law 40A, Section 11:

1. Have the application date stamped by the Town Clerk's office
2. Have the Public Hearing Notice published in a local newspaper
3. Have the Public Hearing Notice posted with the Town Clerk's office
4. Mail copies of the Public Hearing Notice to the abutting Towns
5. Hand deliver the Application and Public Hearing Notice to the required Town Departments

It is important that you also submit the completed newspaper application for the publication of the Public Hearing Notice with the Application and ensure that payment is set with the newspaper:

- The Salem Evening News: The SEN is published on a daily basis which allows for the Zoning Board of Appeals Application to be submitted closer to the scheduled date of the Public Hearing. The fees are higher and payment arrangements need to be made between the applicant and the newspaper prior to submitting the Application to the Town. To use the Salem Evening News to publish the Public Hearing Notices the Zoning Board of Appeals Application along with the Newspaper Form should be submitted less than 30 days prior but no less than a minimum 21 days prior to the Public Hearing Date
- The Tri-Town Transcript: The TTT is published on a weekly basis. Payment arrangements do not need to be made prior to submitting the Zoning Board of Appeals Application to the Town. A Zoning Board of Appeals Application where the Applicant chooses to use the TTT to have the Public Hearing Notice published should be submitted a minimum of 35 days prior to the scheduled date of the Public Hearing.

The Zoning Board of Appeals typically meets once a month on the first Wednesday of the month.

To obtain a List of Abutters you should contact the Assessor's Office.

The Building Department will gladly answer any questions regarding the required paperwork.