

## **VARIANCE, SPECIAL PERMIT, FINDING, APPLICATIONS-DIRECTIONS ON HOW TO SUBMIT AN APPLICATION**

All forms/applications/information may be found on the Town web site – [hamiltonma.gov](http://hamiltonma.gov) on the Zoning Board of Appeals web page.

All applications require a completed List of Abutters request being submitted to, and completed by, the Assessor's Office. There is a \$15.00 application fee. The form may be found on many different pages of the Town web site, and/or on the web page go to the tab at the top labeled "Where Do I Go For?" An employee in the Assessor's Office will email the Applicant and the Building Department /Zoning Board of Appeals Office/Inspectional Services Department (all the same office) a copy of the list of abutters.

Please complete & submit 6 copies of the required Zoning Board of Appeals Application, 7 copies of any other required documents/plans, and the application fee to the Building Department.

If a plan/survey is required please make every effort to submit a pdf copy of any plans via sending them to the following email address: [permitting@hamiltonma.gov](mailto:permitting@hamiltonma.gov)

Once the application is received the Building Department will do the following:

- The Application will be date stamped by the Town Clerk's office
- The Public Hearing Notice will be written
- The Public Hearing Notice will be posted with the Town Clerk's office
- The Public Hearing Notice will be published in a local newspaper per Massachusetts General Law 40A
- The Public Hearing Notice will be mailed to the abutters per Massachusetts General Law
- The Public Hearing Notice will be mailed to the abutting Towns
- The Public Hearing Notice will be hand-delivered to any necessary Town Departments for review/comment
- A copy of the Public Hearing Notice will typically be posted on the Town web site
- The Agenda for the Meeting will be posted with the Town Clerk's Office, typically posted on the Town web site, and typically sent via email or by regular mail to the Applicant by the Building Department

It is important that you also submit a complete newspaper application form for the Salem News for the publication of the Public Hearings. The form is on web site.

The Application Fee is \$75.00.

The Zoning Board of Appeals typically meets once a month on the first Wednesday of the month. There is a Meeting Schedule with the Deadline dates for Application Submission available on the Zoning Board of Appeals web page.