



*Date Stamp of Town Clerk:*

**TOWN OF HAMILTON ZONING BOARD OF APPEALS**

577 Bay Road, Hamilton MA 01982

Phone Number: 978-626-5250 – Email Address: [permitting@hamiltonma.gov](mailto:permitting@hamiltonma.gov)

**APPEAL A DECISION OF THE BUILDING INSPECTOR**

To the Board of Appeals of the Town of Hamilton,

The undersigned herewith submits an application and requests a Public Hearing before the Zoning Board of Appeals for an Application to Appeal a Decision of the Building Inspector under MGL Chapter 40A, Section 8.

<b>SUBJECT PROPERTY ADDRESS:</b> _____
<b>PROPERTY OWNER:</b> _____
<b>OWNER'S PERMANENT ADDRESS:</b> _____
<b>DAYTIME PHONE # :</b> ( _____ ) _____ <b>EMAIL ADDRESS:</b> _____
<b>SIGNATURE OF PROPERTY OWNER:</b> _____
<i>If different than Property Owner:</i>
<b>APPLICANT:</b> _____
<b>APPLICANT'S ADDRESS:</b> _____
<b>DAYTIME PHONE # :</b> ( _____ ) _____ <b>EMAIL ADDRESS:</b> _____
<b>SIGNATURE OF APPLICANT:</b> _____

## **Submission Requirements**

- A copy of this Appeal of Decision of the Building Inspector form date stamped by the Office of the Town Clerk.
- A Request for Certification of Abutter's List form which may be obtained by completing the attached form and submitting it to the Assessor's Office.
- The Salem News Request for Legal Notice form so the Public Hearing Notice may be published twice in a local newspaper as required by Massachusetts General Law. The Applicant/Property Owner is responsible for the necessary cost of the publications.
- A copy of the written and signed Letter of Denial from the Building Inspector.
- If applicable to the matter of the Appeal: 8 copies of an 18 x 24" or larger Site Plan to a scale of 1" = 40' minimum, by a Massachusetts Registered Architect, Civil Engineer, or Land Surveyor, illustrating the shape and location of the proposed building(s)/construction, the existing site, and the proposed changes to the site with lot size and setbacks of proposed construction and if applicable, the location of wetlands, septic system and well.
- A legible Written Narrative describing the reason(s) for the appeal and the specific point(s) of the disagreement with the Building Inspector's Decision.

If construction or site work was started by the Property Owner it is highly suggested, but not mandatory, that 8 copies of photographs of the current condition of the construction/site should be included. Multiple photos on one page will be acceptable.

Applications may be submitted to the Administrative Assistant for the Zoning Board of Appeals in the Office of Inspectional Services/Building Department. Please contact the Office of the Zoning Board of Appeals if you have any questions.