

**INSTRUCTION FOR PETITIONERS FILING TO APPEAR  
BEFORE THE ZONING BOARD OF APPEALS**

1. An appeal to the Zoning Board of Appeals shall be made within thirty (30) days from the date of the decision of the Building Commissioner, which is being appealed.
2. **A certified plot plan must be submitted with this petition** showing lot lines, setback and lot dimensions, existing buildings, wells and septic systems, street lines and the proposed project as it relates to the lot. Certification must be from a Massachusetts registered land surveyor or registered professional engineer.
3. To be granted a **variance** a petitioner must establish that special conditions exists affecting the parcel of land or building, that literal enforcement of the Zoning By-law would involve substantial hardship, financial or otherwise, and that the variance may be granted without detriment to the public good and without nullifying or substantially derogating from the intent of the by-law. **Be prepared to present this evidence at the public hearing. It is strongly suggested that this data be prepared in writing and submitted to the Board of Appeals at or before the hearing.**
4. In order to expedite consideration of your appeal, include all factors that may be relevant to the questions of hardship, financial or otherwise. Hardship may also include a “hardship of the land” and the petitioner should present all facts indicating why such a hardship exists and how it may be overcome by the granting of the variance.
5. If your petition before the Zoning Board of Appeals requests a special permit rather than a variance, be prepared to present data that tends to indicate that the public convenience and welfare will be substantially served by granting the permission requested; that the permission requested will be in harmony with the general purposes and intent of the regulations in the Zoning By-laws.

Note: a fee of \$55.00 must be paid at the time a petition is filed for either a special permit or a variance. Applicant will be required to pay for two week advertisement costs as well as all mailing fees for certified mailings to abutters.

I hereby acknowledge receipt of these instructions and further understand that a certified plot plan must be presented.

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Applicant's Signature