



PROCEDURES FOR APPLICANTS/PETITIONER(S)

BOARD OF APPEALS' REQUEST FOR HEARING

Application and Document requirements: *Hearing Date and Time:* _____

Name and Address: _____

	Application with Town Clerk, including denial notice by the Zoning Officer (Building Inspector);
	Application Fee of \$300.00 submitted to the Town Clerk at the time of application;
	Plan provided by a Commonwealth of Massachusetts Registered Land Surveyor of the property in question; showing clearly any existing conditions and dimensions, along with the requested structure changes, use changes, and or dimension changes. Five(5) copies of said plan required;
	All architectural drawings or sketches that show existing conditions, as well as proposed conditions/addition(s) and change(s);
	Applicant will provide a type written, or neatly hand printed, explanation of all Special Permit and/or Variance requests that come before the board;
	Applicant will provide any other forms of documentation and or data that will assist the Board of Appeals in its determination for granting approval of said requested Special Permits; and, or Variances;

Board of Assessors:

	Property Field Sheet (Provided by Town of Avon Board of Assessors);
	A certified Abutters list (Provided by Town of Avon Board of Assessors; For a fee.

Board of Appeals:

	The Board of Appeals Secretary will render an advertisement (Notice of Public Hearing) suitable for publication. The Boards Secretary will sent to the Applicant a copy of the Public Hearing; and will provide the advertisement to a suitable publisher for publication, two (2) times, in consecutive weeks, with the first publication at least 14 days prior to the Public Hearing and present the tear sheet, the evening of the Public Hearing.
	The Board Secretary will notify all Town of Avon Boards and Commissions of the applicant's Public Hearing, as well as request the Town Clerk to post the Notice of Public Hearing on the Official Town of Avon Bulletin Board;

Applicant / Petitioner requirements:

	The applicant will pick up the <u>certified copy of the abutters list</u> ; See fee schedule, <u>provided by Town of Avon Board of Assessors</u> ; The applicant will send the <u>Public Hearing Notice</u> which will be duplicated by the applicant and the applicant will send the <u>Public Hearing Notice</u> which will be send by Certified Mail to each abutter and the <u>towns of Holbrook, Stoughton, Randolph, and City of Brockton boards</u> containing the duplicated Public Hearing Notice with the return address listed as the Board of Appeals, 65 East Main Street, Avon, MA 02322. The expense for the mailing to all abutters and abutting Town/City boards will be the responsibility of the applicant/petitioner.
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