



PROCEDURES FOR APPLICANTS/PETITIONER(S)

BOARD OF APPEALS' REQUEST FOR HEARING

Application and Document requirements:

FILE APPLICATION AT TOWN CLERK'S OFFICE	
	Application with Town Clerk, including denial notice by the Zoning Officer (Building Inspector);
	Application Fee of \$600.00 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;
	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:

	<p>The Board of Appeals Secretary will render an advertisement (Notice of Public Hearing) suitable for publication. The Board Secretary will send the Applicant a copy of the Public Hearing notice; 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.</p> <p>The Board Secretary will send a letter notifying the applicant of the public hearing date and procedures required for the mailings of the public hearing notice to abutters. The Board Secretary will include the following with the letter: Public Hearing Notice and surrounding towns address list.</p>
	<p>The Board Secretary <u>will notify all Town of Avon Boards and Commissions of the applicant's Public Hearing</u>, as well as request the <u>Town Clerk to post the Notice of Public Hearing</u> on the Official Town of Avon Bulletin Board;</p>

Applicant / Petitioner requirements:

	<p>The applicant will request an abutters list from the Assessor's Office and send a copy of the Public Hearing Notice by <u>Certified Mail</u> to each abutter <u>and</u> the towns and addresses listed on the "Additional Public Hearing Mailing List" with the return address listed as the Board of Appeals, 65 East Main Street, Avon, MA 02322.</p> <p>The expense for the abutters list and the mailing to all abutters and abutting Town/City boards will be the responsibility of the applicant/petitioner.</p>
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