



**Town of Templeton
Zoning Board of Appeals**

160 Patriots Road, P.O. Box 620
E. Templeton MA 01438
978-894-2771

Email: lwiita@TempletonMA.gov

Instructions for Filing an Appeal, Variance, or Special Permit

All completed paperwork and fees should be brought to the Development Services Office for processing. Room 3, 160 Patriots Rd., E. Templeton MA 01438; office hours are Monday 7:30 am – 6:30 pm, Tuesday – Thursday 7:30 am – 4:30 pm, closed on Fridays.

1. Completed Zoning Board of Appeals **Application**.
2. A **denial letter** from the Building Inspector.
3. A **list of abutters** obtained from the Assessor Office, Room 3. (A \$10 fee).
4. A neatly **drawn plan** showing lot dimensions, building size and location, etc. on an 8 ½ x 11 sheet of paper will adequately answer the boards requirement, and as a guide for site visits (*if required*).
5. A check for the correct **fee** according to the Fee Schedule below.

The Development Services Office will review your application packet for completeness and provide it to the office of the Town Clerk, Room 4. The Town Clerk will time stamp the application packet and provide it to the members of the Zoning Board of Appeals. A Public Hearing will be scheduled in accordance with the Rules and Regulations of the ZBA and within the below listed timelines. At the time of the hearing, be certain to have available a **copy of the deed** in the name of the owners applying for the appeal or petition (proof of ownership).

Variance

Your appeal will be heard within 65 days of the filing (MGL 40A s10). A decision will be made by the Zoning Board of Appeals within 100 days of submission (MGL 40A s10). A 20-day waiting period for filing of appeals is necessary after the board's decision (MGL 40A s10).

Special Permits

Your Appeal will be heard within 65 days of the filing (MGL 40A s10). A decision will be made by the Zoning Board of Appeals within 90 days of the hearing. A 20-day waiting period for filing of appeals before filing the document at the Registry of Deeds is required (MSL 40A s9).

Any photographs, plans, or other documents which pertain to your appeal or petition, may be submitted at the time of the public hearing; the availability of such will not relieve the applicant(s) or petitioner(s) from submitting a drawn diagram in accordance with the requirements above.



DO NOT ATTEMPT TO DISCUSS THE MERITS OF YOUR CASE WITH ANY MEMBER OF THE BOARD OF APPEALS AT ANY TIME PRIOR TO THE PUBLIC HEARING.

Fee Schedule:

1. Variance - \$275.00
2. Special Permit - \$275.00
3. Comprehensive Permit - \$500.00

The above fees were adopted on a vote by the ZBA on August 26, 2015.

Project review fees as set forth in the regulations governing fees in Section 4.3 adopted by the ZBA on March 1, 2005.

