

## ZONING BOARD OF APPEALS

### APPLICATION PROCESS:

1. When application is filed, it should contain the following: name and address of applicant, address of property affected, and the relief being sought. Application must be signed by the applicant, the owner of the property, and the Building Inspector before it can be filed with the Town Clerk.
2. Once the application is properly filed, a hearing must be set up within 65 days of the filing date.  
(Board's meetings are the first and third Wednesday of the month.) The legal ad must be placed in the Walpole Times by Tuesday noon for the following Thursday publication. Chapter 40A, s 11 states publication must be in a newspaper in the town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of the hearing. The public notice must be posted at the Town Clerk's office not less than fourteen days before the hearing. The Walpole Times will send you a tear sheet with the publications (usually by Friday or Monday). Cut these out and paste on a ZBA letterhead with the heading: "Hearings of (date) , 2000". This must be time-stamped and put on the bulletin board at the Town Clerk's office. You will also get a second sheet the following week and that ad must be pasted on the inside of the file folder for that particular hearing.
3. In setting up the hearing, there is a form letter in the computer that you must send to the applicant (notifying him/her of the date and time for their hearing). Also, you must notify the abutters of the hearing (at least one week before the hearing).
4. If an application is seeking relief under the following sections, you must get comments from other Boards in town: (1) Section 10-D - there is a Section 10 - in the Work Folder in the computer which will list the Boards to which you must request comments from. (2) Section 3-C - there is a Section 3-C in the Work Folder in the computer which will list the Boards to which you must request comments from.
5. When a Special Permit is requested, the Board has 90 days from the close of the hearing to render a decision. For a Variance or Appeal the Board has 100 days from the date of filing to render a decision.
6. When the Board renders a decision, within fourteen days it must be filed with the Town Clerk, and other Boards listed on the last page of the decision, and a copy sent to the applicant and the abutters.