



Town of West Boylston

Zoning Board of Appeals

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1. General information
2. Procedure to be followed by Petitioner(s) and fee schedule.
3. & 4. **PETITION:** A copy of the Inspector of Buildings' letter of denial must be attached.
Please make 24 copies of these 3 pages.

5. **Form A: VARIANCE:** Please make 24 copies.

6. **Form B: SPECIAL PERMIT:** Please make 24 copies.

7. **Form C: ABUTTERS & PLANNING BOARDS:** Petitioners must obtain the name of the abutters to the property from the Assessors' Office by contacting at 774-261-4040 for office hours.

BE SURE TO PROVIDE ONE SET OF STAMPED, ADDRESSED ENVELOPES TO ALL ABUTTERS AND TO THE PLANNING BOARDS AS LISTED ON FORM C, page 5. NOTE: ON FORM C, PETITIONER NOW RESPONSIBLE FOR MAILING OF ABUTTERS' AND PLANNING BOARDS' NOTICES BY CERTIFIED MAIL, RETURN RECEIPT (SEE FORM C)

8. **Form D: SPECIFICATION FOR PLANS** Please provide 24 copies of each plan.

9. **Form E: COMPREHENSIVE PERMIT** Please make 24 copies.

10. **Form F: MISCELLANEOUS** Please make 24 copies.

11. **Form G: ADMINISTRATIVE APPEAL** Please make 24 copies.

Petitioner(s) MUST COMPLETE: Pages 3 & 4, Form C and Form D.

Petitioner(s) WILL COMPLETE: Form A or Form B or Form E or Form F or Form G, whichever is applicable. Please discard any pages not used.

Separate all pages into "packages" consisting of all completed forms, placed in alphabetical order after the petition, the letter of denial from the Inspector of Buildings, any additional lists of abutters and all plans. Please staple each "package" together; you should have 24 "packages".

Attach a check for the proper fee (payable to the Town of West Boylston) and the 1 set of stamped envelopes (with appropriate postage) with mailing labels affixed containing the complete name and address of each listed party in interest including the Planning Boards of contiguous towns.

SUBMIT THE PETITION TO THE TOWN CLERK DURING REGULAR OFFICE HOURS

Town Clerk can be contacted at (774) 261-4020 for office hours. If the above procedure is not followed, the Town Clerk will not accept this application and the hearing will be delayed.

Elaine S. Novia, Town Clerk