



TOWN OF WEST BOYLSTON ZONING BOARD OF APPEALS

140 Worcester Street * West Boylston MA 01583 * zba@westboylston-ma.gov

Declaration of Covenants --- order of events – for Accessory apartment special permit

1. Applicant applies for building permit - and is denied
2. Zoning Interpretation Request Form is filled in by Building Department and brought to ZBA by the applicant / property owner in order for petition to be heard
3. ZBA creates DECLARATION OF COVENANTS ACCESSORY APARTMENT SPECIAL PERMIT form (see attached)
 - a. If decision is made in FAVOR of allowing the accessory apartment, the members of the ZBA and the applicant / property owner all sign the DECLARATION OF COVENANTS ACCESSORY APARTMENT SPECIAL PERMIT form
 - b. The ZBA notifies all abutters of the decision
4. The ZBA's Decision "NOTICE OF DECISION TO GRANT A SPECIAL PERMIT" and the DECLARATION OF COVENANTS form both go to the Town Clerk. The Clerk waits for 20 day "no appeal" period -- if there is no appeal (by an abutter)
 - a. The Clerk signs a Certificate of No Appeal
5. The applicant then takes the signed DECLARATION OF COVENANTS form **and** the signed Certificate of No Appeal and the NOTICE OF DECISION TO GRANT A SPECIAL PERMIT (from the ZBA)- including the ZBA Vote Sheet with signatures -- to the Registry of Deeds
6. The Registry of Deeds will stamp and sign the DECLARATION OF COVENANTS
7. The applicant will return this signed/stamped document – a member of the ZBA will then sign /have signature Notarized and copies will be given to the ZBA, the Town Clerk and the Building Department – at which time a building permit can be issued