



TOWN OF COHASSET

ZONING BOARD OF APPEALS

Filing Instructions for Appearing before the Board for a Special Permit, Variance or Appeal

At the time of filing **(2) copies of the Abutters List** and **(8) physical printed copies of the Application and Plans, plus an electronic copy** must be submitted with the required filing fee. Electronic copies can be sent to Cassandra Thayer at cthayer@cohassetma.org.

Obtain a certified abutters list from the Assessor's Office. This costs \$25.00 and can take up to 10 business days by law. List should include Abutter's name (**including initials**), address, map, and plot from Assessor's Office. You may call to see if it is ready at 781-383-4100 x5129.

HEARING ADVERTISING:

All hearings must be advertised for two full weeks prior to any hearing. There are set deadlines for each ZBA hearing to help adhere to these guidelines.

Please check with the Zoning Board of Appeals Office for information about filing dates and the proposed hearing date: 781-383-4100 x 5127 (Assistant Town Planner – Cassandra Thayer)

The application must be complete for it to be stamped in by the Town Clerk. Listed below is a checklist. If you have any further questions regarding the filing process, please call the number and/or write the email address listed below.

Assistant Town Planner/Zoning Board Clerk, Cassandra Thayer, is located in the Planning Board Office on the first floor of Town Hall. You can also reach her at 781-383-4100 ext. 5127 and cthayer@cohassetma.org

Thank You.

If a Special Permit or Variance is granted and 20 days has elapsed after filing of the Board's decision without an appeal having been filed, applicant should have Form C (to be mailed to applicant after Board's decision) certified by the Town Clerk and record Form C together with a copy of the decision at the Norfolk District Registry Deeds. The Building Inspector will not issue a building permit until he has received evidence of this recording

CHECK LIST:

- _____ Call to confirm the date of the next ZBA Hearing, and to see if you have time to make the deadline.
- _____ Proper plans for proposed project. Please follow requirements listed on the ZBA application.
- _____ Certified Abutter's List – Application **will not** be accepted without one.
- _____ Appropriate Filing Fee – check to be made out to the Town of Cohasset.
- _____ Review application prior to filing with the Assistant Town Planner/
Zoning Clerk
(recommended, not required).
- _____ On the ZBA application, the applicant and his/her representative **must** sign in two places located at the bottom application. One is for the litigation policy and the other is a general sign off on the application.