



Procedures for Applicant(s)/Petitioner(s)

Board of Appeals' Request for Hearing

Please check off each procedure, all information is required in order to schedule a hearing.

Applicant / Petitioner:

	Application with Town Clerk, including denial notice by the Zoning Officer (Building Inspector);
	Application Fee of \$300.00 submitted to the Town Clerk at the time of application;
	Plan provided by a Commonwealth of Massachusetts Registered Land Surveyor of the property in question; showing clearly any existing conditions and dimensions, along with the requested structure changes, use changes, and or dimension changes. Five(5) copies of said plan required;
	All architectural drawings or sketches that show existing conditions, as well as proposed conditions/addition(s) and change(s);
	Applicant will provide a type written, or neatly hand printed, explanation of all Special Permit and/or Variance requests that come before the board;
	Applicant will provide any other forms of documentation and or data that will assist the Board of Appeals in its determination for granting approval of said requested Special Permits; and, or Variances;

Board of Assessors:

	Property Field Sheet (Provided by Town of Avon Board of Assessors);
	A certified Abutters list (Provided by Town of Avon Board of Assessors);

Board of Appeals:

	The Board of Appeals Secretary will render an advertisement (Notice of Public Hearing) suitable for publication. The secretary will provide the advertisement to a suitable publisher for publication, two (2) times, in consecutive weeks, with the first publication at least 14 days prior to the Public Hearing and present the tear sheet, the evening of the Public Hearing. The expense incurred through the publications will be paid by the Applicant/Petitioner.
	The Board Secretary will notify all Town of Avon Boards and Commissions of the applicant's Public Hearing, as well as request the Town Clerk to post the Notice of Public Hearing on the Official Town of Avon Bulletin Board;

Applicant / Petitioner:

	By mail, the applicant will receive the <u>certified copy of the abutters list</u> and <u>Public Hearing Notice</u> which will be duplicated by the applicant and the applicant will prepare <u>stamped envelopes</u> addressed to <u>each</u> abutter and the <u>towns of Holbrook, Stoughton, Randolph, and City of Brockton boards</u> containing the duplicated Public Hearing Notice with the return address listed as the Board of Appeals, 65 East Main Street, Avon, MA 02322. After the applicant has prepared this mailing, the mailing will be returned to the Board Secretary without sealing the envelopes . The expense for the mailing to all abutters and abutting Town/City boards will be the responsibility of the applicant/petitioner.
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