

ZONING BOARD OF APPEALS

Please note the following:

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.

All advertising costs will be billed directly to the applicant.

FEES:

On Monday, September 18, 2006, the Board of Selectmen endorsed the Zoning Board of Appeal's recommendation to raise the filing fees to the following:

Single Family Residential: \$150.00

Commercial, Multi-Family, Signs and all other - \$300.00

FILING:

When filing your application, please have **12** full copies of your application.

A certified list of abutter's MUST be presented when filing your application. By law, the Assessor's have 10 business days to produce the requested list.

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.

Zoning Board Administrative Assistant, Jennifer Oram, located in the Selectmen's office on the second floor of Town Hall. You can also reach her at 781-383-4105 and jenno@townofcohasset.org

Thank you.

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.