

Zoning Board of Appeals (ZBA) Frequently Asked Questions

How do I file an application with the Zoning Board of Appeals?

There are several steps to filing a Zoning Board Application. They are listed below:

- 1. First confirm that you will need to come before the Board with the Building Inspector. If you do, download the application from our web site, along with the checklists and other requirements.*
- 2. Call the Zoning Board office and ask when the next meeting is and what the deadline for that meeting will be.*
- 3. Make sure you have all of the plans you need to show the Board what relief you are seeking (you will see these requirements in the application).*
- 4. Obtain a certified abutters list from the Assessor's Office. This costs \$25.00 and can take up to 10 business days.*

How much is the filing fee?

It depends on what you are applying for. Please see the filing fees memo available on the forms and documents page of this web site.

Who do I make the check out to?

The Town of Cohasset

Who pays for the advertising of my hearing and how often is the ad run?

You do. The newspaper will bill you directly. The ad must run 14 days prior to the hearing and must run for two consecutive weeks. We try to use the Cohasset Mariner for all of our advertising as it the least expensive.

How many copies of my application must I file?

12 Copies of everything (application and plans – you only need 2 copies of the abutters list).

Who puts the applications together?

You do. All packets/applications need to be put together by the applicant. The Zoning Clerk will not compile the application for the applicant.

Where is the application filed?

In the Town Clerk's Office. If possible, the Assistant Zoning Clerk will review the application to confirm it is complete, prior to filing.

Can I file reduced plans to the Board?

Whenever possible, complete plans, with scales and stamped by an engineer should be filed.

Where is the Zoning Board Office located?

The Assistant Clerk for the ZBA sits in the Selectmen's Office. Her name is Jennifer Oram and all contact information is located on the main ZBA page. Building Inspector Robert Egan is the Zoning Enforcement Officer. His office is in the Building Department.