



# Town of Halifax Commonwealth of Massachusetts

## Zoning Board of Appeals

499 Plymouth Street • Halifax, MA 02338 • 781-293-1736

April 25, 2018

Dear Applicant(s):

Enclosed is your packet of instructions to apply for either a Variance and/or Special Permit from the Zoning Board of Appeals (i.e. the "Board").

The fees are as follows:

<b>Filing Fee:</b>	<b>\$125.00 (non-refundable)</b>
<b>Postage(s):</b>	<b>\$6.67 per certified mail to owner(s) of the property \$0.50 per abutter (listed on the certified Abutters' List) \$6.00 (two mailings for 6 abutting towns)</b>
<b>Legal Advertising*</b>	<b>\$84.00 (running in the local newspaper for two (2) successive weeks)</b>

[Note: There is also a \$25.00 fee collected by the Assessor's Office for the certified abutters' list.]

(It is advised that prior to beginning this process, you check with the Board of Health. If your particular project involves new or old construction, it may necessitate an upgrade of your septic system.)

Attached is the list of procedures, which should be followed when submitting your application. **Please be sure to include all the information stated on the checklist. THIS IS THE RESPONSIBILITY OF THE APPLICANT(S).**

The Zoning Board of Appeals normally meets the second Monday\*\* of each month. The Zoning Board of Appeals shall establish procedures and shall conduct its meetings consistent with the provisions of stated Massachusetts General Law Chapter 40A, specifically section 11 and/or other provisions of the General Laws and the Code of the Town of Halifax By-Laws. Therefore, there is a required amount of lead time before the Board can hear your petition. You may call the Office of the Zoning board of Appeals or town Clerk's office to find out when the deadline filing date for your application must be submitted in order to meet a particular public hearing/meeting date.

**[NOTE: Any application for either a Variance and/or Special Permit requiring any extension, modification or renewal will be required to incur the cost of the legal re-advertising fee, postage and an updated certified abutters' list. The Zoning Board of Appeals may, from time to time, waive the filing fee upon decision for the application requiring any extension, modification or renewal; and the application must still be submitted in order to meet a particular public hearing/meeting date.]**

The Board has an open question and answer period from 7:00pm to 7:15pm at its monthly public meeting. The Board is available, at that time, to give verbal assistance or answer any questions concerning the appeals process. The Zoning Board of Appeals is an all-volunteer board that donates its time to assist with the appeals process, while also maintaining our oath upon taking office, to uphold the Zoning laws of the Town of Halifax.

Sincerely,

Zoning Board of Appeals

\* Note: A Legal Advertisement that is extremely long may exceed the negotiated rate & will be the responsibility of the applicant(s) to pay the balance.

\*\*Note: Meetings on Mondays may change due to holiday(s), town meeting(s) and/or scheduling conflicts.