



**TOWN OF NEEDHAM
MASSACHUSETTS
BOARD OF APPEALS**

APPLICATION FOR HEARING

IT IS STRONGLY RECOMMENDED THAT APPLICANTS CONSULT WITH THE BUILDING INSPECTOR PRIOR TO FILING THIS APPLICATION.

Note: Application must be complete, with certified plot plan attached, and application fee included, or application will not be accepted.

Date: _____

Name of Applicant or Appellant: _____

Address: _____

(Optional) E-mail address: _____

Daytime telephone: _____

(Optional) Cell phone: _____

(Optional) additional contact information, (ie: contractor architect builder or attorney):

Address/Location of Property _____

Assessor map/parcel number _____

Zone of property: _____

Is property within 100 feet of wetlands, 200 ft. of stream or in flood plain? Yes no

Applicant is owner, tenant, prospective tenant, licensee prospective purchaser

Type of Permit requested: residential or commercial

If residential renovation, will renovation constitute "new construction"? yes no

If commercial, please consult with building inspector regarding parking issues

Select one: Special Permit Variance Comprehensive Permit, M.G. L Ch. 40B
 Amendment Appeal Building Inspector Decision*

*(For an appeal from decision of Building Inspector, attach copy of the decision or other written notice received from the Building Inspector.)

Existing Conditions: _____

Statement of relief sought: _____

Applicable Section(s) of Zoning By-Law: _____

If application under Zoning Section 1.4, listed immediately above:

List nonconformities related to lot/structure(s) in application: _____

Date structure(s) on lot constructed (including any additions): _____

Date lot created:

A certified plot plan, prepared by a registered surveyor, must be attached to each of the thirteen (13) copies of this application at time of filing. Application will be returned if a copy of the plot plan is not attached to each application.

•Applications for Comprehensive permits under M.G.L. Ch. 40B require thirteen (13) copies of plot plan (two reduced to 8 ½ by 11), plus additional submissions.

Please feel free to attach any additional information/photos relative to the application.

Additional information may be requested by the Board at any time during the application or hearing process.

A hearing before the Board of Appeals, with reference to the above noted application or appeal, is requested by

Signed _____

Title _____

Application Packets must be delivered to the Town Clerk's Office.

APPLICATION FEES			
TYPE OF APPLICATION	SINGLE FAMILY RESIDENTIAL	MULTI-DWELLING RESIDENTIAL	COMMERCIAL
Appeal of the Building Inspector's Decision	\$200	\$200	\$200
Amendment, Modification, Transfer	\$200	\$200	\$200
Special Permit	\$200	\$500	\$500
Variance	\$200	\$200	\$200
Comprehensive Permit		\$2,000 + \$100/unit	

In addition to the above stated filing fees, the applicant shall be responsible to pay the cost of publishing public notices of any hearing in a newspaper. The clerk shall prepare the notice and arrange for publication. The newspaper may send an invoice directly to the applicant or through the clerk. The applicant shall pay any such invoice promptly upon receipt and failure to make timely payment shall be grounds for the Board to withhold a decision or deny an application.