



ZBA Application Process

Prior to submitting an application, please contact: Daphne Collins, Zoning Specialist, dcollins@needhamma.gov 781-455-7550, x261;

To apply for a ZBA Special Permit, Comprehensive Permit, Variance, Appeal of a Building Inspector's Decision or Amendment you will need to do and submit the following:

- certify that the Building Inspector was consulted prior to submitting an application;
- complete a ZBA Application;
- plot plan of the existing conditions and proposed conditions, stamped and dated by a certified land surveyor or engineer;
- plans and elevations stamped and dated by a certified architect or engineer;
- stormwater mitigation plans stamped and dated by a certified engineer, when applicable;
- any required backup documentation pertaining to the zoning relief sought;
- if the applicant is not the owner of record, a letter from the owner certifying authorization.
- application fee, check made payable to the Town of Needham. Check holder's name, address, and phone number to appear on the check. In the check memo line write: "ZBA fee" and the address of the project.
- 7 copies of the ZBA Application with back-up documentation along with the application fee to the Town Clerk's Office, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492. (Additional copies may be required determined by the ZBA on a case by case basis)
- an electronic copy of the application and all submitted materials to dcollins@needhamma.gov.

The ZBA will:

- prepare a Legal Notice to run twice in the Needham Times. The Times will bill you directly. Make sure you identify the individual, billing address, email and phone number to be billed;
- place a Notice on the Town Calendar and will notify by mail your abutters. On a case by case basis, the ZBA may determine and task the applicant with notifying the abutters. If tasked, instructions and notice will be provided.