



Town of Georgetown Zoning Board of Appeals

Memorial Town Hall ♦ One Library Street ♦ Georgetown, MA 01833
Phone: (978) 352-5742 ♦ Fax: (978) 352-5725

INSTRUCTIONS FOR ZONING APPLICATION (Application attached to these instructions) FOR APPLICANTS

**IF YOU DOWNLOAD APPLICATION FROM WEBSITE
DO NOT MANIPULATE PLEASE PRINT IT OUT AND HAND WRITE THE INFORMATION (it is not
designed to type in the document)**

Please make sure you have **FIRST** filed a building permit with the Building Inspector, as he determines if you need to file with Zoning or not. If you need a Zoning hearing the inspector will issue a Denial letter and the **original** should be attached to your zoning application.

- Please include in your application on Pg. 2 of application under “**Application checklist**” all of these required documents. **Make one set of original documents**; do not staple them as after they are reviewed you will need to make copies. **DO NOT STAPLE ANY DOCUMENTS.**
- **Call office to set up appointment to review your original documents with Board staff @ 978-352-5742 (as the office is part time).**
- Make sure the application is signed by both applicant and owner if different, if you are using a representative you will need a Letter of Authorization for that Attorney/Engineer to represent or speak for or with you at your hearing.
- The fees are located on application, depending on your application (check with the Board Staff)
- Board Staff will submit the Legal Ad, and the applicant/owner will receive the bill. The Board staff will mail out to abutters in a 300 ft. radius a Notice of Hearing.
- **If the Application is incomplete or missing any information, it will not be accepted by the Board Staff and will be rejected; therefore we strongly recommend that you set an appointment with the Board Staff person at 978-352-5742 (before you make copies) compile one set of all originals** of these documents and plans to be reviewed at your appointment to ensure you are not missing any information. When time to make copies they must be in collated sets/packets.
Any additional information you submit after an application has been filed must be submitted 2 weeks prior to the hearing so the Board may have time to review.

Please note that this document contains instructions that may be helpful to Applicants seeking relief from the Georgetown Zoning Board of Appeals. Please keep in mind that the applicable provision of Massachusetts General Laws and the Town of Georgetown Zoning Bylaw will control in the event of any conflict with these instructions. Also note the Board may modify or change the information, instruction, policies and procedures outlined in this document at any time.

It is the Applicant’s responsibility to assure that all legal requirements are satisfied and all showings are made. The Applicant is encouraged to review the By-Law in its entirety, and to consult with counsel if they so wish, and obtain its own legal advice regarding the Application.