



The Commonwealth of Massachusetts

Town of Templeton
Zoning Board of Appeals
160 Patriots Rd., P.O. Box 620
East Templeton, MA 01438

Tel# 978-894-2767 Fax#978-894-2794

E-mail: planning@templeton1.org

Instructions for Petitioners Filing To Appear
Before the Board of Appeals for a Variance
or a Special Permit.

Amended November 30, 2016

1. All papers received from the Town Clerk's office or the Town of Templeton Web Site Must be filled out completely and brought to the Land Use Office for processing.
2. A denial letter must be obtained from the Building Inspector before an appeal, variance or special permit can be considered.
3. A list of abutters MUST be obtained from the Assessor's Office (A \$10 fee).
4. A neatly drawn plan showing lot dimensions, building size and location, etc. on an 8 1/2 x 11 sheet of paper will adequately answer the boards requirement, and as a guide for site visits (If required)
5. Please refer to the fee schedule on the instruction sheet for the correct fee.
6. After the Land Office clerk has filled out the application checklist, take all paperwork to the office of the Town Clerk, 160 Patriots Rd, Room 4, 160 Patriots Rd. East Templeton, 01438.
7. The Town Clerk will time stamp the application and forward to the members of the Board of Appeals. A Public Hearing will be scheduled in accordance with the Rules and Regulations of the ZBA and within the below listed timelines.

Variance

Your appeal will be heard within 65 days of the filing (MGL 40A s10). A decision will be made by the Zoning Board of Appeals within 100 days of submission (MGL 40A s10). A 20 day waiting period for filing of appeals is necessary after the board's decision (MGL 40A s10)

Special Permits

Your appeal will be heard within 65 days of the filing (MGL 40A s10). A decision will be made by the Zoning Board of Appeals within 90 days of the hearing. A 20 day waiting period for filing of appeals before filing the document at the Registry of Deeds is required (MSL 40A s9)