

Town of Oak Bluffs, Massachusetts
Office of Board of Appeals
P.O. Box 1327



INSTRUCTIONS FOR APPLYING TO THE BOARD OF APPEALS

Dear Applicant:

You have submitted a construction plan to either the Town's Building Inspector on a piece of property located in the Town of Oak Bluffs. A determination has been made that your plan does not conform to a section or sections of the Town's Zoning By-Laws. In order for you to continue with the building permit process, you have been directed to obtain either a **variance** or **special permit** by the Town's Board of Appeals. The steps necessary to be heard by the Appeals Board are as follows:

1. Complete the Town Building Permit Application, including signatures from no less than the following Departments:

A. **Assessor**; B. **Tax Collector**; C. **Health Agent**; and D. **Conservation Commission**.

(NOTE: THE BOARD OF APPEALS MAY DENY OR PUT YOUR APPLICATION INTO A CONTINUANCE AT THE TIME OF YOUR HEARING IF THESE SIGNATURES HAVE NOT BEEN OBTAINED).

2. Complete this ZBA Request for Hearing Form. Indicate whether a special permit **or** variance is being sought and under which section(s) of zoning the application is being made. This is done either by the applicant or his/her representative with a letter stating such. The form **must** be signed by the property owner.

3. Proceed to the Town Hall Building Assessor's Office. Pay \$10.00 for a 300' Abutter's Parcel List. From that office you will receive a list of certified abutters, 2 maps and mailing labels.

(NOTE: YOU WILL BE BILLED FOR THE PUBLIC HEARING NOTICE THAT, BY STATE LAW, MUST BE ADVERTISED IN THE LOCAL PAPERS TWO WEEKS PRIOR TO YOUR MEETING WITH THE ZBA.)

4. Return to the ZBA administrator with the following documents:

A) Completed building permit and the ZBA Request For Hearing Form – 1 copy;

B) The Assessor's Package (300 foot abutter notification);

C) The Deed of Land, Certificate of Title, or Purchase and Sales Agreement – 1 copy.

(If the legal owner of the property is not applying to the ZBA, a copy of the lease and notarized authorization from the owner must be included in the application.);

D) Engineer Certified site plans (by registered land surveyor), showing the existing structure(s) and the development proposal – 2 copies;

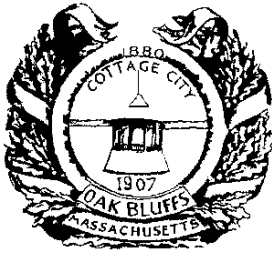
E) Construction plans included in the building permit application – (2 hard + 1 electronic copy);

F) Documents proving Title V or better septic system in place for property within Coastal District 2.6 Zoning Area – 1 copy;

G) Documentation from any other town boards where by-law review was required – 1 copy;

H) A check payable to the Town of Oak Bluffs for \$275.00.

(NOTE: THE TOWN NOW REQUIRES ALL PROPOSED CONSTRUCTION PLANS COME IN ELECTRONIC FORMAT. PLEASE PROVIDE EITHER DVD OR E-MAIL PDF FILE TO ADAM WILSON awilson@oakbluffsma.gov)



THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF OAK BLUFFS

_____, 200__

PLEASE PRINT

Map _____ Lot _____ Street Address _____

Property Owner _____

Business Owner _____

Applying for a (please circle) Special Permit / Variance under section _____ of the Zoning By-Laws
To The Board Of Appeals:

The undersigned hereby petitions the Board Of Appeals to vary the terms or grant a special permit or any action
pertaining thereto of the Zoning By-Laws of the Town of Oak Bluffs Acts of April 12th, 2005 at the address
located at _____,

In the following respect:

Or any limitation, extension, change, alteration or modification of use, or method of use as may at the hearing
appear as necessary or proper in the premises:

State briefly reasons for application:

Petitioner _____

Representative _____

Mailing Address _____

E-Mail Address _____

Phone # _____