

General Filing Instructions:

This Application has been authorized by the Merrimac Zoning Board of Appeals. It is for use in requesting a hearing before the Zoning Board of Appeals, consistent with Bylaw Article 25-Appeals. The requested hearing can be for a Variance, an Appeal of the Building Official's decision, or a Special Permit in accordance with Section 6 of M.G.L. c.40A.

In addition, the Zoning Board of Appeals has been empowered by Zoning Bylaw, Articles: 26.1, 26.3 and 26.4 as the Special Permit Granting Authority (SPGA) for certain other Special Permits. Consult Merrimac Zoning Bylaw to determine applicability. You may purchase a copy from the Merrimac Town Clerk's office.

When filing for a Comprehensive Permit pursuant to M.G.L. c.40B (see Bylaw Article 25.3), or for certain Special Permits, the Applicant shall be subject to Bylaw Article 19-Site Plan Review. Submittal plans shall include one or more scaled maps and/or drawings of the property, sealed by a Mass. Registered Professional appropriate to the work involved. Indicate existing structures and site conditions. Present the location and size of the proposed development, the total number of buildings and/or dwellings. Show frontage, site access, setback distances, area calculations, etc. Applicant should pay specific attention to Bylaw Articles 19 and 20, and include all documents and information required therein as part of the filing package.

To file, Applicant must submit eleven (11) copy-sets of plans, survey and all related materials as appropriate, along with eleven (11) copies of this completed Application, to the Merrimac Town Clerk. The required Application Filing Fee, as determined from page one, is payable to the Town of Merrimac at this time.

A public hearing shall be held within 65 days after the filing of this Application. Notice of such hearing shall be given by publication and posting and by first class mailings to parties of interest as defined in M.G.L. c.40A, Section 11.

Please note, "Notice of Hearing" advertisement costs are NOT included in the above listed Filing Fees. The Applicant shall be responsible for hearing-notice advertising charges, billed directly by the locally circulated newspaper used by the Zoning Board of Appeals. Also, at the time of filing, Applicant must purchase a Certified Abutters List from the Merrimac Assessors Office and without delay, deliver said list to the Administrative Assistant of the Zoning Board of Appeals.

The Administrative Assistant will then calculate and collect an \$8.00 postage and administrative fee for each address on the abutters list, and shall send notification of the hearing to each via Certified US Mail. All return receipts are due no later than the first posted hearing date.

I have read the "GENERAL FILING INSTRUCTIONS" above and understand I shall be responsible for prompt payment of hearing notice advertising charges, billed directly by the locally circulated newspaper used by the Zoning Board of Appeals, and for obtaining an Abutters List and for mailing fees. Further, I hereby appoint the Administrative Assistant to the Zoning Board of Appeals as agent for the purposes of publishing all required hearing notices.

Signature of Applicant _____

Date _____

NOTE: Applicant must file a copy of the ZBA's favorable decision with the Registry of Deeds. A copy of the filing receipt must be included with the Building Permit application.

For Official Use