

**TOWN OF WINCHESTER  
BOARD OF APPEALS  
71 MOUNT VERNON STREET  
WINCHESTER, MASSACHUSETTS 01890  
(781) 721-7115**

ZONING APPLICATION  
CHECKLIST

FORM 1  
INSTRUCTIONS

**INSTRUCTIONS**

Please collect and present the following materials to complete an application to the Board of Appeals. Incomplete filings and forms are not an application and do not begin the process before the Board.

You should present this checklist, the required materials, and the filing fee to the Board of Appeals Clerk at the Building Department. The materials then will be docketed at the Town Clerk's Office.

The Board requires multiple copies (\*) to distribute to the Board members and other interested Town bodies. **(20 copies for Special Permits, Variance, Appeals and Site Plan Review).**

<b><u>ITEM</u></b>	<b><u>REQUIRED</u></b>	<b><u>ENCLOSED</u></b>
Filing Fee \$50.00 <i>(advertising costs are extra &amp; will be billed by newspaper)</i> <i>Approximately \$300.00+/-</i>	_____	_____X_____
*Request for Hearing: Form 2	_____X_____	_____X_____
Supporting Statement – Requested Findings		
*-Appeal (Form 2A)	_____	_____
*-Variance (Form 2B)	_____X_____	_____X_____
*-Special Permit Use (Form 2C)	_____	_____
*-Site Plan Review (Form 2D)	_____X_____	_____X_____
*-Special Permit Sign (Form 2E)	_____	_____
*-Special Permit One & Two Family Non-Conforming (Form 2F)	_____	_____
*-Special Permit Other Non-conforming (Form 2G)	_____	_____
*Plot Plan <i>(done by Registered Land Surveyor- to scale, including % of greenspace and hardscape)</i>	_____X_____	_____X_____
*Building Drawings <i>(Floor plans w/sq. ft., elevations, dimensions, materials)</i>	_____X_____	_____X_____
*Sign Drawings and Schematics	_____	_____
*Assessor's Map <i>(see Engineering Department)</i>	_____X_____	_____X_____
*Landscaping Plans <i>(size, species and spacing. Include before and after for Site Plan Approval)</i>	_____X_____	_____X_____
*Drainage Plans <i>(with O &amp; M for Site Plan Approval)</i>	_____X_____	_____X_____
*Photographs	_____X_____	_____X_____
CD or PDF of complete package submitted <i>(jviarella@winchester.us)</i>	_____X_____	_____X_____

**Note: All plans submitted should contain a title box and be legible.**

TOWN OF WINCHESTER  
BOARD OF APPEAL

**IMPORTANT INFORMATION FOR APPLICANTS**

1. **UNDERSTANDING THE RULES.** Your application and hearing will proceed more smoothly if you understand and follow the Rules and Regulations of the Board of Appeals. (Copies are available from the Clerk of the Board of Appeals).
2. **SUBMIT ONLY A COMPLETE APPLICATION.** Applications that do not contain the essential forms, fully completed, and applicable filing fees will not be given a hearing. Incomplete applications do not begin the statutory time periods for considering applications. The Clerk of the Board of Appeals can assist you in determining whether your package is complete.
3. **SUBMIT ONLY COMPLETE PLANS.** Submission of vague or incomplete plans, or submissions of late changes, may result in continuances and delays in obtaining a decision from the Board. Also, the Board's decisions allowing the requested relief ordinarily require construction to conform to the plans. Therefore, submit only complete, final plans containing sufficient detail to allow the Zoning Enforcement Officer to determine whether your construction conforms to the decision plans.
4. **PLAN FOR THE DELAY.** While the Board seeks to act on petitions more quickly than the statutorily allowed time periods, the application process necessarily will add time to your project schedule. Assuming that your petition is granted without an appeal to court, typical periods before a building permit can issue include:

▪ Time to advertise hearing and receive recommendations from other Boards/Committees/Departments:	5+ weeks
▪ Hearing	
▪ Time to file decision:	Up to 90 days
▪ Statutory appeal period:	20 Days from written decision filed with the Town Clerk
5. **DO NOT CONTACT BOARD MEMBERS.** Board rules prohibit contact between Board members and applicants. Please direct questions, comments and submissions only through the Clerk of the Board of Appeals.
6. **CONSULT YOUR NEIGHBORS.** Notice of your application is given to all abutters and abutters to abutters within 300 feet. The Board listens carefully to the concerns of neighbors. Therefore, be sure to inform your neighbors of your project, answer their questions, and seek their approval. Being a good neighbor may avoid delays and conflict at the hearing.