

TOWN OF WINCHESTER  
BOARD OF APPEALS  
71 Mount Vernon Street  
Winchester, Massachusetts 01890  
(781) 721-7115

FORM 1, SUBMISSION CHECKLIST AND GENERAL GUIDELINES

*(Use this checklist for all applications for special permits, site plan approvals, and variances, and for appeals to the Board of Appeals.)*

How to submit. Provide the submission as a paper package (20 copies for distribution to the Board and other town bodies) and electronically (CD or PDF) to the Clerk of the Board of Appeals (Janine Viarella, [jviarella@winchester.us](mailto:jviarella@winchester.us)) at the Building Department, Town Hall.

What to include. In addition to this checklist, include the filing fee in a check made payable to the Town of Winchester (advertising costs will be billed to the applicant by the newspaper), Form 2, the appropriate Supporting Form (2A through 2J) including the required attachments, and an assessor's map from the Engineering Department.

Supporting Forms

Form 2A, Appeal including:

all required Attachments

fee of \$50

Form 2B, Variance including:

all required Attachments

fee of \$50

Form 2C, Special permit for a use including:

all required Attachments

fee of \$50 for a housing use or \$200 for a non-housing use

Form 2E, Special permit for a sign including:

all required Attachments

fee of \$50

Form 2F, Special permit for a nonconforming single or duplex residential structure including:

all required Attachments

fee of \$50

Form 2G, Special permit for other nonconforming uses or structures including:

all required Attachments

fee of \$50 for housing or \$200 for non-housing

Form 2H, Other special permits including:

all required Attachments

fee of \$50 for housing or \$200 for non-housing

Form 2I, Site plan review including:

all required Attachments

fee of \$50, except when a use or structure also requires a special permit or a variance, in which case the fee is \$400 for non-housing uses or \$1,000 plus \$100 per dwelling unit for housing uses

Form 2J, Special permit for natural and historic resources:

all required Attachments

fee of \$50

## GUIDELINES

The submission must be complete. A submission without the filing fee or with missing or vague Forms or Attachments will not be considered complete, will not start the process before the Board, and will not begin the statutory time periods for Board consideration. The Clerk of the Board can help you to determine whether your submission is complete. Complete submissions will be docketed at the Town Clerk's office.

Complete, final plans will expedite the process. Submitting vague or incomplete plans or late changes to plans may delay the process before the Board. The Board's decisions condition the issuance of building permits on the submission of complete, final plans so that the Zoning Enforcement Officer can determine whether the actual construction conforms to the plans on which the Board's decision is based and to the requirements of the Zoning Bylaw.

Understand the rules. Your submission and the process before the Board will proceed more smoothly if you understand and follow the Rules and Regulations of the Board. Copies are available from the Clerk of the Board.

Do not contact board members. Board rules discourage any personal appeals or comments to members of the Board; all communications outside a convened meeting of the Board concerning a proposed or pending submission shall be submitted through the Clerk of the Board.

Communicate with neighbors. Notice of each hearing of the Board generally is given to all abutters and abutters to abutters within 300 feet of the property involved in a submission. Because these neighbors will have a chance to speak at the hearing, you may wish to communicate with them and answer their questions before the hearing.