



## TOWN OF HOLLISTON ZONING BOARD OF APPEALS

703 Washington Street  
Holliston, MA 01746

### APPLICATION DIRECTIONS

#### General Requirements

1. Deadlines. The monthly deadline for the next meeting is the 20<sup>th</sup>. If the 20<sup>th</sup> falls on a weekend or holiday, we will accept applications until close of business on the next business day. **All applications must be reviewed and signed by the Building Inspector!** File all materials with the Town Clerk's Office.
2. Application Form. Please complete an application for a Variance or Special Permit or both, if required. All questions should be answered. If you have questions on filing out the Application, please contact the Inspector of Buildings (429-0606) or Town Planner (429-0635). Every application should be reviewed by the Inspector of Buildings prior to submittal!
3. Maps, plans or drawings. All petitions are required to have an accompanying PLOT plan per ZBA Rules.
4. Authorization. If the applicant is not the owner, authorization to make application is required. Please note that property owners must sign application forms as well.
5. Filing Fee. A check made payable to the "Town of Holliston" or cash payment is required to complete the application. See accompanying fee schedule.
6. Abutter's List. Petitions must be accompanied by a list of abutters and their mailing addresses, compiled by the applicant and certified by the Holliston Board of Assessors. ***Note: The Assessor's Office has ten working days for certification by law, so plan accordingly. Their office only responds to written requests for lists and there is a \$50 fee.***
7. Envelopes. Petitioners are required to submit two (2) sets of No. 10 business envelopes, stamped and addressed to all abutters (labels produced by the Assessor's Department) as well as the owner and applicant. The return address should be left blank for the ZBA return address. ***Note: The ZBA is obligated to notify abutters of the public hearing as well as the filing of their decision.***
8. For commercial and industrial petitions, a completed Holliston Board of Health "Operations Information Questionnaire" with all questions pertinent to the proposed action fully answered.
9. Hazardous Materials. Where petitions will involve the use of hazardous materials or processes, the applicant shall be prepared to submit the following: 1. A contingency/emergency plan for review and approval by the Police Chief, Fire Chief and Board of Health and 2. Material safety data sheets for each substance in use or stored, along with statements describing use, volume of use, and method of disposition of any waste or residual. A granted permit or variance may be nullified if the petitioner cannot or will not satisfy the Town's hazardous material or process requirements.

**Please submit one (1) original and fifteen (15) copies of the application materials. Only one copy of the abutter's list is required.**

**Special Requirements**

10. Flood Plain District. To submit a petition for Variance or Special Permit from regulations set forth in the Flood Plain District, the petitioner must supplement their application with the following:
  - a. Existing base flood elevation data for review by the Inspector of Buildings prior to filing same with the application.
  - b. Certification by a registered professional engineer that the proposed encroachment will not result in any increase in flood levels during a 100-year flood occurrence and that said encroachment will comply with the flood plain requirements of the State Building Code.
11. Comprehensive Permits. See special requirements as outlined in the ZBA Rules for the issuance of a Comprehensive Permit, GLc.40B. . Reference MGL, c. 40B, Section 20-23.

Fee Schedule

Plan or action	Filing fee*
Special Permit	\$250.00
Dimensional Variance	\$250.00
Use Variance	\$500.00
Administrative Appeal	\$250.00
Comprehensive Permit Ch. 40B	\$1000 base fee, plus 100 per unit proposed

**\*Payable at time of filing.**

**\*\* The Applicant/Petitioner/Appellant is also required to assume responsibility for the costs for advertising the Notice of Public Meeting in the Metrowest Daily News. A billing statement shall be sent by the newspaper directly to the Applicant/Petitioner/Appellant.**

**Consultant Review Fees**

In addition to the above filing fees and the costs for advertising the Notice of Public Hearing, the Applicant/Petitioner/Appellant may also be subject to additional Consultant Review Fees. If the Board determines that it requires technical advice, it may employ outside consultants. The Board of Appeals shall then notify the Applicant/Petitioner/Appellant regarding the required Consultant Review Fee that is imposed by the Board. An additional fee may be collected if during the review, the above deposit is found insufficient to cover the actual cost of the review. At the completion of the Board’s review, any excess in the account, including interest, shall be repaid to the Applicant/Petitioner/Appellant.