



Town of Hinsdale

39 South Street
Hinsdale, MA 01235

Zoning Board of Appeals
413-655-2300, x359
zba@hinsdalemass.gov

Instructions for a Variance or Special Permit

1. Submit your completed application with three additional copies; be sure the application includes:
 - a. A plot plan that is drawn to scale.
 - b. Elevations, drawings, etc.
 - c. A \$50.00 check made payable to the Town of Hinsdale for a certified list of abutters from the Board of Assessors.
 - d. A \$250.00 check made payable to the Town of Hinsdale for the application fee.
 - e. There will be additional charge of \$ 6.95 per certified letter notifying each abutter of the Zoning Board of Appeals meeting. This check will be payable to U.S. Postmaster
 - f. There will be another check made out to U. S. Postmaster of \$.55 per abutters notifying them of the Zoning Board of Appeals decision.
 - g. Zoning Board of Appeals Clerk will notify the applicant of the number of abutters that are being notified.
2. File the original application with the Town Clerk. Then four copies should be left in the Zoning Board of Appeals Mail Box at the Town Hall (boxes are in the copierroom).
3. The public hearing will be posted in the Berkshire Eagle for two weeks before the hearing.
4. There is a 20-day appeals period after the public hearing. After this period the applicant can pick up a certified copy of the decision at the Town Clerk's office
5. The decision must be registered at the Registry of Deeds.
6. Please contact Terry Douglas ZBA clerk after dropping off application.

Terry Douglas, Zoning Board of Appeals Clerk

Home: 413-655-2121

Cell: 413-770-7478

Email: diondoug@verizon.net



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To: **The Zoning Board of Appeals**

From: _____ Date: _____

Address: _____

Home: _____ Cell: _____ Email: _____

The undersigned hereby petitions the Zoning Board of Appeals for a:

Variance

Special Permit

from the terms of the Zoning Bylaw(s) of the Town of Hinsdale, at the following premises:

_____;

in the following respect:

_____;

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

Signature: _____ Date _____

Please attach appropriate plans, specifications, and other relevant supporting materials.

Thank you.