



# Town of West Boylston **Zoning Board of Appeals**

## **CONTENTS**

---

---

1. General information
2. Procedure to be followed by Petitioner(s) and fee schedule.
3. & 4. PETITION: A copy of the Inspector of Buildings' letter of denial must be attached.  
Please make 20 copies of these 3 pages.
5. Form A: VARIANCE: Please make 20 copies.
6. Form B: SPECIAL PERMIT: Please make 20 copies.
7. Form C: ABUTTERS & PLANNING BOARDS: Petitioners must obtain the name of the abutters to the property from the Assessors' Office which is open Monday through Thursday, 9:00 a.m. to 3:30 p.m.. Wednesday 9:00 a.m. - 9:00 p.m.

**BE SURE TO PROVIDE TWO SETS OF STAMPED, ADDRESSED ENVELOPES TO ALL ABUTTERS AND TO THE PLANNING BOARDS AS LISTED ON FORM C, page 5.**

8. Form D: SPECIFICATION FOR PLANS Please provide 20 copies of each plan.
9. Form E: COMPREHENSIVE PERMIT Please make 24 copies.
10. Form F: MISCELLANEOUS Please make 20 copies.
11. Form G: ADMINISTRATIVE APPEAL Please make 20 copies.

Petitioner(s) MUST COMPLETE: Pages 3 & 4, Form C and Form D.

Petitioner(s) WILL COMPLETE: Form A or Form B or Form E or Form F or Form G, whichever is applicable. Please discard any pages not used.

Separate all pages into "packages" consisting of all completed forms, placed in alphabetical order after the petition, the letter of denial from the Inspector of Buildings, any additional lists of abutters and all plans. Please staple each "package" together; you should have 20 "packages", or 24 "packages" for a comprehensive permit.

**Attach a check for the proper fee (payable to the Town of West Boylston) and the 2 sets of stamped envelopes (with appropriate postage) with mailing labels affixed containing the complete name and address of each listed party in interest including the Planning Boards of contiguous towns.**

**SUBMIT THE PETITION TO THE TOWN CLERK DURING REGULAR OFFICE HOURS:**  
Monday, Tuesday, Thursday, Friday 9:00 a.m. - 3:30 p.m. & Wednesday 9:00 a.m. - 9:00 p.m.

**If the above procedure is not followed, the Town Clerk will not accept this application and the hearing will be delayed.**

Kim D. Hopewell  
Town Clerk