

ZONING VARIANCE CHECKLIST

Applicant: _____ Application No. _____

	Action	Who	Date(s)	Notes
A P P L I C A T I O N P U B L I C H E A R I N G D E C I S I O N	1. Application Filed w/ City/Town Clerk (date/time certified by clerk)	A, C		
	2. Application Filed with ZBA (forthwith, <u>must</u> have date/time certification from clerk)	A		
	3. Copies Sent to Other Boards (recommendations due back in 35 days after receipt by reviewing board)	B		
	4. Hearing Date Set (should be after other board's 35-day review, but <u>must</u> be before 65 days from application)	B		
	5. 1st Notice of Hearing Published (at least 14 days prior to hearing)	B		
	6. Hearing Notice is Posted (at least 14 days prior to hearing)	B or C		
	7. Hearing Notice is Mailed (see c. 40A, § 11, 1 st paragraph for recipients)	B		
	8. 2nd Notice of Hearing Published (the week following 1 st notice in #5)	B		
	9. Hearing is Opened	B		
	10. Hearing Extensions (written extension agreements <u>must</u> be filed with clerk, <u>does not extend time limit of 100 days to make decision</u>)	A, B, C		
	11. Hearing is Closed	B		
	12. Decision Date Extensions (written agreements <u>must</u> be filed with clerk)	A, B, C		
	13. Decision (<u>must</u> be made within 100 days of application in #1, <u>includes the duration of the public hearing</u>)	B		
	14. Filing the Decision (written decision & detailed record of proceedings <u>must</u> be filed w/ clerk & planning board w/in 14 days of decision)	B, C		
	15. Notice of Decision is Mailed (forthwith, see c. 40A, § 15, last paragraph, for recipients)	B		
	16. Appeals (<u>must</u> be made within 20 days after written decision filed with clerk in #14)	A, O, C		
	17. Certification by Clerk (after 20 days has elapsed since #14 with or w/out an appeal)	C		
	18. Recordation (certified written decision <u>must</u> be recorded at registry)	A, B, or C		
	19. Substantial Use of Rights Granted (<u>must</u> be exercised within one year or variance lapses)	A, Z		

A = applicant B = Zoning Board of Appeals C = city/town clerk O = other party Z = zoning officer