

**ZONING BOARD OF APPEALS**  
**Granville, MA 01034**

**How to Apply for a Zoning Board of Appeals  
Variance or Special Permit**

- 1) Fill in the *APPLICATION FOR SPECIAL PERMIT/VARIANCE* completely. Abutters and their *mailing* addresses are found in the Assessor's records. You can call the Town Hall at 357-8585 to make arrangements to view the records.
  - \* An abutter is an owner of land directly opposite on any public or private street or way, and within 300 feet of the property line of the petitioner.
- 2) File the original of the *Application* with the Granville Town Clerk. The Town Clerk will note the date and the time of the filing and certify. You then need to have the Town Clerk give you a certified copy of the original *Application*, which the Town Clerk has date and time stamped. The Town Clerk will then file the original copy of the *Application* in her files. You need to mail or hand deliver the copy to the Secretary of the Zoning Board of Appeals. The name and address of the current Secretary can be obtained at the Town Hall. This should be done on the same day as the filing with the Town Clerk.
- 3) Once the ZBA has the *Application*; it will set up a hearing. The hearing is generally scheduled within 3 weeks. The hearing notice must be published in a newspaper of general circulation once a week for two weeks before the meeting date. You will be billed for the cost of the newspaper publication. The ZBA will also notify each of the abutters and other parties of interest about the hearing. The hearing notice will also be posted in the Town Hall and the Post office.
- 4) The hearing is then held. Hearings are often on Wednesday evenings around 7 or 7:30. You should attend the hearing or send a representative with all the information you will need to present your case. Attached is a sheet with information on what is required for a variance. At the conclusion of the hearing the ZBA will either make a decision or take it under advisement.
- 5) Once a decision has been made the petitioner as well as the abutters and parties of interest will be mailed a Notice of Decision. The Notice of Decision will be filed with the Town Clerk along with the meeting minutes and other necessary documents. The ZBA has 14 days to file with the Town Clerk. There is a 20-day appeal period after the filing before the Variance/Special Permit takes place.

If you have any questions please contact a member of the Granville ZBA. Names and phone numbers of current board members can be obtained at the Town Hall.

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The following is taken from Mass General Law 40A, Section 10 paragraph 1. It should be used when preparing your presentation to the ZBA.

• *The permit granting authority shall have the power after public hearing for which notice has been given., .... to grant upon appeal or upon petition with respect to particular land or structures a variance from the terms of the applicable zoning ordinance or by-law where such permit granting authority specifically finds that owing to circumstances relating to the soil conditions, shape, or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provision of the ordinance or by-law would involve substantial hardship, financial or otherwise, to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance or by-law.*

Please bring a copy of the proposed addition as well as a survey of the line/area in question. We do not need a survey of the entire property, only of the line(s) in question and/or those that are non-conforming to the by-laws.

If you have any questions please contact the Town Hall for the name and phone number of a zoning board member who can assist you.

Thank you.

Sincerely,

Granville Zoning Board of Appeals



Granville Zoning Board of Appeals  
Granville, MA 01034

APPLICATION FOR SPECIAL PERMIT/VARIANCE

Date: \_\_\_\_\_

Name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application is hereby made for a permit/variance from the requirements of the Zoning Bylaws, so as to permit: (Cite section of Bylaws and explain fully, include location also)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Abutters: (Names and addresses)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of the Owner or Authorized Agent

Note: Should the decision rendered by the ZBA be contested or appealed, all legal costs in defense of the ZBA's decision would be borne by the petitioner.