



Checklist for Filing an Appeal

- **Check the Zoning By Laws for applicable bylaws and get a zoning determination**
- **Fill out Application for Variance/Special Permit/Comprehensive Permit/or Administrative Appeal**
- **Supply Building Permit Rejection letter**
- **Include all necessary paperwork, maps/plans, forms and fees**
- **For Fees: Please provide two checks: a check for \$400 (application fees) made payable to “The Town of Sterling”, and a separate check for postage for each abutter + the applicant made payable to “Postmaster”. Postage is currently \$6.20**
- **Submit original application and 8 full copies along with the fees to the Town Clerk. Be sure application is signed and date stamped**
- **Deadline: if all paperwork is completed and submitted by the 2nd Friday of the month, you will be placed on the meeting agenda for the following month and notified of the meeting**
- **After a decision is made, the ZBA will file the decision at the Town Clerk’s office within 14 days. The 20 day appeal period starts**
- **The certificate of no appeal will be released by the Town Clerk after the 20th day**
- **You must obtain the certificate of no appeal after the 20th day from the Town Clerk and record it with the Registry of Deeds located at the Worcester Courthouse. There is a filing fee and they only take cash or checks (please check with them for any current procedures)**
- **Return a copy of the recording to the Building Inspector for a building permit**
- **If you have any questions please contact the ZBA at 978 422 8111 ext. 2317 or email zba@sterling-ma.gov**