



TOWN OF STERLING ZONING BOARD OF APPEALS

Butterick Building
1 Park Street * Sterling, Massachusetts 01564

Bus: (978) 422-8111 x2301 * FAX (978) 422-0289

APPEALS PROCESS

INSTRUCTIONS

1. Filing Process
2. Specification for Plans
3. Additional Information and Procedures for Variance
4. Additional Information and Procedures for Special Permit
5. Additional Information and Procedures for Comprehensive Permit
6. Fees

Form 1 Petition Cover Sheet

Form 2a Request for Findings of Fact in Connection with a Petition for a VARIANCE

Form 2b Request for Findings of Fact in Connection with a Petition for a SPECIAL PERMIT

Form 2c Request for Findings of Fact in Connection with a Petition for a COMPREHENSIVE PERMIT

Form 3 List of Abutters and Planning Boards

Form 4 Petition for Amendment or Modification of Special Permit or Variance

Form 5 Petition for Hearing on an Administrative Appeal

GENERAL INFORMATION

The following instructions, forms, and information are designed to assist petitioners seeking relief from the provisions of existing zoning laws by grant of a Variance or Special Permit or filing an application for a Comprehensive Permit. The Zoning Board of Appeals (ZBA) has made an effort to conform to the procedural and substantive requirements prescribed by Article 6.2 Board of Appeals and Article 6.3 Special Permits of the Town of Sterling Protective Bylaws and Chapters 40A and 40B of the Massachusetts General Laws (MGL). Although references are made to certain sections of the Bylaws and the MGL, the information contained herein is not an exhaustive commentary on the laws governing the use of property in the Town of Sterling. Therefore, the PETITIONER IS ADVISED TO REVIEW THE LAW AND/OR SEEK ADVICE OF LEGAL COUNSEL OR OTHER CONSULTANTS prior to filing a petition for relief. IT IS PETITIONER'S RESPONSIBILITY TO PROVIDE ACCURATE INFORMATION ON THE FORMS AND TO THE ZBA.

NOTICE OF HEARING

Due notice of the Hearing date will be given to petitioners, abutters and other parties of interest. An applicant may appear personally and/or with representation by a duly authorized attorney or agent. The applicant will be given the opportunity to present witnesses and evidence. Persons appearing in opposition will be given an opportunity to be heard. In the event of the unexcused absence of the applicant or his representative at the hearing, the Board may issue a decision based on all information submitted and available to it.

NOTE: THE ZBA NORMALLY MEETS ON THE SECOND TUESDAY OF EACH MONTH