

# ***Checklist for Filing an Appeal***

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- ✓ Check the Zoning Bylaws for applicability and get a zoning determination from the Building Commissioner
- ✓ Fill out appropriate Application for Variance, Special Permit, Comprehensive Permit or Administrative Appeal
- ✓ Copy of Building Permit rejection letter
- ✓ Include all necessary paperwork: maps, plans, forms and fees
- ✓ For Fees: Please provide two checks. One check for the application fee made payable to "The Town of Sterling," and a separate check for postage for each abutter and applicant payable to "Town of Sterling." Postage is currently \$7.33 for Certified/Return Receipt or \$.53 for regular mail, each.
- ✓ Submit original application, **plus** 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 a minimum of 35 days before the next meeting, you will be placed on the meeting agenda and notified of the meeting (Call or email Building Department for dates).
- ✓ 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 20<sup>th</sup> day
- ✓ You must obtain the certificate of No Appeal after the 20<sup>th</sup> 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 x-2301 or email [ppage@sterling-ma.gov](mailto:ppage@sterling-ma.gov)