

**PROCEDURES & GENERAL INFORMATION
FOR FILING WITH THE ZONING BOARD OF APPEALS
Tel. 781-982-2100**

1. All applications must be completely filled out, along with the additional information and plans required, and filed with the Town Clerk.
 - A. A filing fee payable to the Town of Abington.
 - B. The applicant shall obtain from the Board of Assessors a certified list of abutters, owners of land directly opposite on any public or private street or way, and owners of land within three hundred feet of property line, all as they appear on the most recent applicable tax list.
 - C. Application for the Zoning Board of Appeals.
 - D. Complete plans to scale must accompany the application. The plans shall be drawn to a useable scale, normally not smaller than 1" = 10' for small proposals, or 1" = 40' for larger proposals, and showing the following:
 - (1) Actual size and shape of lot.
 - (2) All front, side and rear yard dimensions.
 - (3) All existing and proposed buildings. (In the event of commercial, industrial, and apartment complexes, sufficient plans to show the architectural design of the building must be submitted.
 - (4) A plan of locus and continuous abutting properties, provided by the Board of Assessors.
2. A legal ad must be placed in The Enterprise in each of two (2) successive weeks, the first publication being not less than fourteen (14) days before the hearing. The secretary of the Zoning Board of Appeals will prepare the ad. The applicant will be responsible for publication of the ad and must bear all related costs thereto. The applicant is required to bring a copy of the ad and receipt to the public hearing on a specified date.
3. The secretary of the Zoning Board of Appeals will issue by mail notification of the public hearing and a copy of the decision issued by the Zoning Board of Appeals to the certified list of abutters provided by the Assessors office. The applicant is responsible for providing said postage directly to the secretary of the ZBA, as well as two mailing labels to be addressed to each abutter listed, including the petitioner.
4. If it is determined that the parcel of land in question lies in the Flood Plain and Wetlands District, notification will be sent to applicable town boards for their comments, including the following: Planning Board, Building Inspector, Board of Health, Highway Department and Conservation Commission. These boards have 35 days after receipt of notification of hearing to respond before the ZBA can render a decision.
5. Any submissions after the initial filing you wish to have considered at a ZBA hearing must be received by the ZBA office no later than 10 days prior to your scheduled hearing to allow the information to be distributed to the Board for adequate review. Anything received after that date will not be considered unless the Board requests it.

Any petition for a variance, finding or a special permit may be withdrawn without prejudice prior to the publication of the hearing, but thereafter may be withdrawn only with the Zoning Board of Appeals' approval.