



Town of Washington
Town Hall
8 Summit Hill Road
Washington, Massachusetts 01223

Zoning Board of Appeals Contact: Carol Lew, Clerk. carol@carollew.com, 413-623-0202

APPLICATION for VARIANCE or APPEAL

Circle which you are applying for

APPLICANT: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER: _____

Address: _____

Phone: _____ Email: _____

Location of Property Affected (Address): _____

Map _____ Lot _____ Book _____ Page _____

Was project/issue discussed with the Building Inspector? ____ Yes (Date: ____) ____ No

Subject matter of petition (Please attach additional pages as needed): _____

Applicable to this section of Washington Zoning Bylaws _____

I hereby request a hearing before the Zoning Board of Appeals in reference to this application.

The Applicant shall pay a fee of \$600 (\$100 for application fee, and \$500 deposit towards the cost of required legal notices) . Please make check payable to "Town of Washington".

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

Application and Fee received by: _____

(Washington Town Clerk)



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Instructions Regarding Variance Applications

1. Submit your completed application with 3 additional copies. Be sure the application includes all that is relevant to your appeal:
 - a) A description that supports the reasons for a variance.
 - b) Elevations, drawings, etc.
 - c) A plot plan that is drawn to scale to show measurements and location of pertinent structures and any systems relating to the application (well, septic system, etc.)
 - d) Evidence that taxes are not delinquent for the property
2. File the application and copies with the Town Clerk, who is at town hall on Mondays between 7:00 and 9:00 pm except on holidays. The application needs to be date stamped by the Town Clerk at the time of submission. At the time of filing, a digital copy must also be emailed to the ZBA contact listed on the top of the form.
3. From the time of the date stamp, the Zoning Board of Appeals has 65 days to call a public meeting and render a decision.
4. The public hearing will be posted in the Berkshire Eagle for two weeks before the hearing.
5. Costs associated with the Berkshire Eagle notice will be calculated. Should it be less than \$500, the applicant will be sent reimbursement.
6. There is a period after the public hearing in which parties may appeal. After the appeal period, the applicant can pick up a certified copy of the decision at the Town Clerk's office.
7. The decision must be registered at the Registry of Deeds. This is the responsibility of the applicant.