

ZONING BOARD OF APPEALS

TOWN OF STOW

Karen Kelleher
Board of Appeals Secretary
kkelleher@stow-ma.gov
978-897-2784

Z.B.A MEETINGS ARE HELD THE FIRST MONDAY OF THE MONTH, EXCEPT IF DATE IS
A HOLIDAY.

SUBMITTALS ARE DUE THE MONTH PRIOR TO THE MEETING DATE.
THE FIRST TUESDAY BY NOON.

CHECK LIST FOR ZONING BOARD OF APPEALS SUBMITTALS

_____ Application: Completed with all information required, including a description or narrative of the proposed project. (Separate applications when both a Special Permit and a Variance are requested.)

_____ List of Abutters: Request for List of Abutters must be submitted to the Assessors' Office. The application is included in this package. *The applicant is to make copies of the list of abutters provided by the Assessors office and insert it in each packet: special permit = 13 and variance = 8*

_____ Site plan prepared by engineer or land surveyor: If the application pertains to new construction or addition to an existing structure, the plan must show the location of the same with setbacks from the lot lines.

_____ Plan/drawing of the proposed new construction with dimensions, square footage, elevations, height, etc.

_____ Check for the fee made payable to Town of Stow:
Special Permit filing fee is \$150.00;
Variance filing fee is \$100.00;
plus \$6.00 for each abutter as listed by the Assessors.
Payment may be made with one check.

_____ For Special Permit: Thirteen (13) complete copies of the application, abutters list, plans and supporting documents.

_____ For Variance: Eight (8) complete copies of the application, abutters list, plans and supporting documents.

Z.B.A Application, Abutters List and Additional Information are also available on-line at: WWW.STOW-MA.GOV