

**Applicant needs to do the following for the Board of Appeals;**

**Create packages of 12 (plus original) to be "Timed Stamped" at the Town Clerk's Office (in Town Hall) of the following;**

1. *Signed Denial Letter (You will receive this signed form from the Inspector of Buildings).*
2. *Applicable Permit Application (Special Permit, Variance, Finding) as well as Building Permit Application.*
3. *Plan of Land (a Certified Plot Plan from a Registered Land Surveyor, (RLS)), plus the Mylar (only 1 Mylar is needed).*
4. *Floor Plans (four (4) elevations and plans, all floors existing and proposed).*
5. *Abutters List, this list comes from the Assessor's Office (MGL 40A, Section 11).*
6. *If needed a letter of authority from owner of property.*

*\*Any miscellaneous letters, pictures, ext. that you may like to submit please make enough for each of the packages.*

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Bring in 2 Checks to the Zoning Assistant, made out to the Town of North Andover.

1. *To pay for Filing Fee(s).*
2. *To pay for Postage fees for certified/return receipt mailings for all on the Abutters List, \$6.11 each plus applicant.*

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Also,

1. *First Class Postage stamps for each abutter plus 2 ( to mail out decision)*
2. *Create Four (4) sets of Mailing Labels from Abutter lists (plus applicant).*

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***In summary bring the following to the Zoning Assistant at 1600 Osgood Street Suite 2035.***

- ***"Time Stamped" packages, 12 copies (plus the original stays with Town Clerk)***
- ***Mylar (1)***
- ***2 Checks (Filing Fee & Postage Fees)***
- ***First Class Postage stamps for each abutter plus two (.46)***
- ***Four (4) sets of Mailing Labels***

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***You will receive a Legal Ad from the Zoning Assistant when the above is all submitted to the Zoning Assistant. The applicant is responsible to bring this Legal Ad to the Eagle Tribune in a timely manner.***

***This Legal ad will appear in the paper twice.***

***If you have any questions, please feel free to call me at 978.688.9541***

***Thank you,***

***Angela Ciofolo***