



TOWN OF COHASSET

ZONING BOARD OF APPEALS

Zoning Board of Appeals (ZBA) Frequently Asked Questions

How do I file an application with the Zoning Board of Appeals?

There are several steps to filing a Zoning Board Application. They are listed below:

- 1. First confirm that you will need to come before the Board with the Building Inspector. If you do, download the application from our web site, along with the checklists and other requirements.*
- 2. Call the Zoning Board office and ask when the next meeting is and what the deadline for that meeting will be.*
- 3. Make sure you have all of the plans you need to show the Board what relief you are seeking (you will see these requirements in the application).*
- 4. Obtain a certified abutters list from the Assessor's Office. This costs \$25.00 and can take up to 10 business days.*

How much is the filing fee?

It depends on what you are applying for. Please see Form E- ZBA Fees and Checklist, available on the forms and documents page of this web site.

Who do I make the check out to?

The Town of Cohasset

Who pays for the advertising of my hearing and how often is the ad run?

You do. The newspaper will bill you directly, and pre-payment is required. The ad must run 14 days prior to the hearing and must run for two consecutive weeks. We primarily use the Cohasset Mariner for our advertising but may use other newspaper sources if necessary. There are set deadlines for each ZBA hearing to help adhere to these guidelines. Please check with the Zoning Board of Appeals Office for information regarding filing dates.

How many copies of my application must I file?

8 hard copies of everything plus an electronic version emailed to cthayer@cohassetma.org (application and plans – you only need 2 copies of the abutters list).

Who puts the applications together?

You do. All packets/applications need to be put together by the applicant. The Zoning Clerk will not compile the application for the applicant.

Can I file reduced plans to the Board?

Whenever possible, complete plans, with scales and stamped by an engineer should be filed.

Where is the Zoning Board Office located?

The Assistant Town Planner/Clerk for the ZBA sits in the Planning Board Office. Director of Planning, Permits & Inspections John Hallin is the Zoning Enforcement Officer. His office is in the Building Department.