



## APPEAL BOARD

900 MAIN STREET  
MILLIS, MASSACHUSETTS 02054

### 4. Filing rules of the Millis Board of Appeals

Any person desiring to apply for a Variance or Special Permit hereunder shall submit two (2) signed original applications along with one (1) copy to the Office of the Town Clerk, Veterans Memorial Building, 900 Main Street, Millis, MA 02054. Each application shall contain the following information:

- A) The full name, signature, address, and telephone number of the applicant.
- B) The address for the property concerning which a Variance or Special Permit is sought.
- C) The determination of the appeal sought (i.e. Variance and/or Special Permit), and the specific By Law(s) from which relief is sought.
- D) A summary of any construction or change which the applicant intends to make to the property if the Variance or Special Permit is granted, and a summary of applicant's reasons for seeking the Variance or Special Permit.
- E) Applications shall include all pertinent information as required by the applicable section of the current zoning by laws. At a minimum, six copies of a plot plan showing the boundary lines of the premises and the locations of structures thereon and a minimum of six copies of plans showing any proposed construction, alterations, or renovation of the premisses shall be furnished.

The Board of Appeals may require from any applicant for a Variance or Special Permit a statement as to how they meet the criteria for the Variance or Special Permit and may require any additional information as it may need to determine the effect of the proposed use upon neighboring persons and property and upon the welfare of the Town. If the Variance or Special Permit is granted, the Board may impose conditions, safeguards, and/or limitations of time and use.

Upon receipt of an application by the Board of Appeals, the Board shall schedule a public hearing to be held no later than 65 days from the date of filing with the Town Clerk. The Board shall request the Assessors to supply and certify a list of abutters to the property within 300 feet of the property line all as they appear on the most recent applicable tax list.

An application fee, as set by the fee schedule, shall be submitted with the application. An additional abutter notice fee, as set by the fee schedule, for each abutter notified will be sent to the applicant with the notice of the scheduled hearing. The abutter notice fee must be paid prior to the scheduled hearing. Checks must be made payable to the Town of Millis. The applicant or their representative must appear at the scheduled hearing.

In case of appeals from a decision of the Building Inspector to grant or refuse to grant a permit, a copy of such decision shall also be filed with the appeal.

In all cases where a plan of land is in existence, and is to be considered by the Board, and is reasonably necessary for the consideration of the application, a copy of said plan shall be attached to the application.

Decisions on Variances are due no later than 100 days from the date of filing of the application. Decisions on Special Permits are due no later than 90 days from the date of the hearing. In either event, the Board shall file with the Town Clerk a written copy of its decision and notification sent to the applicant and abutters as to its decision within the appropriate time frame.

If the Variance or Special Permit in question is granted, the decision of the Board is valid only after 20 days have elapsed and a copy of said decision bearing the Town Clerk's certification that no appeal has been filed is recorded with the Norfolk County Registry of Deeds at the applicant's expense. Any Persons aggrieved by a decision of the Board of Appeals may appeal pursuant to General Laws, Chapter 40A, Section 17.

Any approved Variance or Special Permit must be exercised within one year of issue or it shall expire and become null and void.

Failure to comply with any rule may subject the petition to rejection or denial.

Adopted: February 22, 1988

MILLIS ZONING BOARD OF APPEALS





RECEIVED:

**APPEAL BOARD**

900 MAIN STREET  
MILLIS, MASSACHUSETTS 02054

\_\_\_\_\_  
Town Clerk

**ALL ITEMS MUST BE COMPLETED OR PETITION WILL BE RETURNED**

Date: \_\_\_\_\_

File# \_\_\_\_\_

Now comes (full name): \_\_\_\_\_

of (full address): \_\_\_\_\_

Telephone # (day): \_\_\_\_\_ (evening): \_\_\_\_\_

for property located at (street): \_\_\_\_\_

Recorded in the Assessor's Office as Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_

IS PROPERTY LOCATED IN GROUNDWATER PROTECTION DISTRICT?  
(PLEASE CONSULT SECTION XV OF THE MILLIS ZONING BY-LAWS) \_\_\_\_\_

Requesting relief from the Zoning By-Laws of the Town of Millis.

This appeal seeks a (Variance and/or Special Permit): \_\_\_\_\_

Nature of application or appeal (use other side for additional space):

Signed: \_\_\_\_\_  
(Applicant)

Signed: \_\_\_\_\_  
(Owner, if other than applicant)



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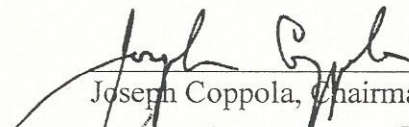
April 18, 2001

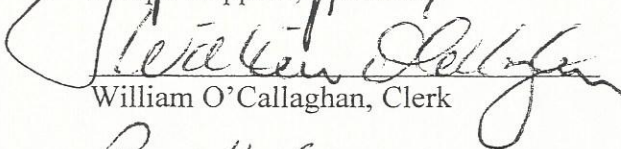
At a meeting of the Millis Zoning Board of Appeal held Wednesday, February 23, 2000, upon motion of Christopher Gove and seconded by William O'Callaghan, it was unanimously voted to adopt the following fees relative to all applications filed with the Zoning Board of Appeal. This Fee Schedule was amended on March 15, 2000, upon a motion by William O'Callaghan, seconded by Peter Koufopoulos, and voted unanimously by the Board. The following fees will be applicable to all applications filed with the Zoning Board of Appeal on or after April 19, 2001:

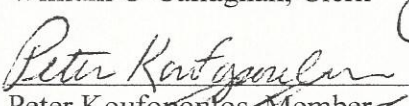
Applications regarding residential property	\$80.00
Notice to abutter fee (per abutter)	6.00
Application regarding commercial or industrial property--No site plan	\$275.00
Notice to abutter fee (per abutter)	10.00
Application regarding commercial or industrial property--Site plan required	\$325.00
Notice to abutter fee (per abutter)	10.00
Application for Comprehensive Permit	\$850.00
Notice to abutter fee (per abutter)	6.00
Renewal of a Special Permit	\$10.00

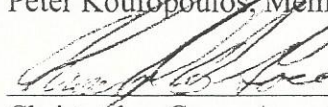
### MILLIS ZONING BOARD OF APPEAL


FILED:

  
Joseph Coppola, Chairman

  
William O'Callaghan, Clerk

  
Peter Koufopoulos, Member

  
Christopher Gove, Associate Member

  
Michael Perkins, Associate Member