**TOWN OF TOPSFIELD**

**ZONING BOARD OF APPEALS**

*8 West Common Street, Topsfield, Massachusetts 01983*

# ZONING BOARD OF APPEALS

**APPLICATION FORM A**

**APPLICATION FEE $200**

**ZONING BOARD OF APPEALS APPLICATION GUIDELINES:**

* Questions regarding the application should be directed to the ZBA Administrator or Building Inspector (978-887-1522).
* See the Building Inspector for permit denial.
* Procure an application from the ZBA Website, ZBA Administrator, Building Inspector or Town Clerk.
* See Assessor’s Office for Abutters’ List. *Two stamped envelopes must be submitted with the application for each abutter as well as for the six surrounding towns.*
* File with the Town Clerk. “Each application for a special permit shall be filed by the petitioner with the town clerk and a copy of said application, including the date and time of filing certified by the town clerk, shall be filed forthwith by the petitioner with the special permit granting authority.” (M.G.L. Chapter 40A, Section 9)
* The petitioner, after filing with the Town Clerk, files the granting authority’s copies with the ZBA Administrator who receives application for the permit granting authority, in this case the Zoning Board of Appeals.

Lynne Bermudez

ZBA Administrator

617-797-2135 lbermudez@topsfield-ma.gov