



Town of Carlisle

MASSACHUSETTS 01741

Office of

BOARD OF APPEALS

Zoning Board of Appeals



(978) 369-5326

Application for Special Permit and for Variance

Instructions for application and abutter's list

Please complete the application for either a Variance or a Special Permit. Indicate the Map and Parcel Number of the property as well as the section(s) of the Zoning Bylaw needing relief.

The application fee is \$100 and the abutters list fee is \$50

You may pay by cash or check and you may pay both fees together on one check if you wish.

Deliver the Application and payment to the Town Clerk at 66 Westford Street, Carlisle, MA. 01741.

The Zoning Board of Appeals will send information to you and to all abutters describing the work to be performed as well as the meeting date and time. They will also advertise the hearing twice in a local newspaper of record.

If you have questions regarding the application procedure, please contact the Zoning Board of Appeals at (978) 369-5326 or the Town Clerk at (978) 369-6155. You may also email the Town Clerk at chinton@carlisle.mec.edu.



TOWN OF CARLISLE BOARD OF APPEALS

66 Westford Street
Carlisle, MA 01741
978-369-5326

Application for a Hearing
<http://carlislema.virtualtownhall.net>

****All items must be filled in or application will not be accepted****

Name of Applicant: _____ Phone: _____ Email: _____

Mailing Address: _____

If different from applicant:

Name of Property Owner: _____ Phone: _____

Mailing Address: _____

Location of Subject Property: (Street & No.) _____

Zoning District Assessors Map & Parcel: _____

Applicant is: (Owner, Tenant, Buyer, Agent, etc.) _____

Section of Zoning Bylaw that relief is requested from: _____

Must have the exact section and bylaw for your request.

Requested relief: (circle) Variance Special Permit Appeal of an Order/
Decision

To Allow: (Please explain, in detail, exactly what you would like to do to the property, i.e., "building an addition 15 feet from the sideline where 20 feet is required." If necessary, please attach further detail on a separate sheet.) Please include property plot plan and proposed property plans with this application.

State the name of any person or attorney who is authorized by you to appear and represent you before the board other than yourself: _____

I hereby request a hearing before the Board of Appeals on the above application.

_____ Date: _____

*Signature of Applicant or appointed representative

Received by Town Clerk on _____ Signature: _____

Please check if applicant is in good standing (all fees and town taxes are to date)

Application Payment: \$ _____ Cash/Check/Other Ref # _____

Abutters' List Fee Payment: \$ _____ Cash/Check/Other Ref # _____ To Assessor: _____

Board of Appeals use only:

Date: Legal Postings: _____ Hearing: _____ Decision to Clerk: _____

Decision Mailed to Applicant: _____