

DIRECTIONS FOR FILING WITH THE BOARD OF APPEALS

For filing with the Board of Appeals, the following items in **bold** are required at the time of filing.

- 1) **1 copy of the signed and dated application. Commercial applications need 22 copies.**
- 2) **22 copies of certified plot plans folded to 9 x 12.**
- 3) **22 copies of floor and elevation plans showing the existing conditions and proposed plans including dimensions. All plans to be folded to 9 x 12.**
- 4) **Checks for the application fee are to be made payable to the Town of Duxbury in the amount shown on the fee schedule. Checks for advertising are to be made payable to the Duxbury Clipper in the amount of \$70.00. Checks for the abutters list are to be made payable to the Town of Duxbury in the amount of \$30.00 (for each parcel).**
- 5) **Two signed copies of the attached Extension Form.**
- 6) Brief in support of petition meeting the criteria listed in 906.1 (appeal), 906.2 (special permit) or 906.3 (variance).
- 7) Letters from abutters in support of petition. It is also recommended to encourage the abutters to attend the hearing if possible.
- 8) Photographs of dwelling showing each side. Please attach two photos per 8 ½ X 11 sheet of paper showing which direction it is taken from on each photo.
- 9) Coverage Ratios - if your building coverage is over 15%. Please see below for directions on how to obtain this information.

The **brief, letters in support from abutters, photos and lot coverage ratios** (if applicable) may be submitted after you file the application but it is required that they be submitted at least twelve (12) business days prior to the scheduled public hearing date. Otherwise you may bring them with you to the hearing. Please be sure to bring eight (8) copies to the public hearing.

If applicable, lot coverage ratios are obtained through the Assessors' Office. The Assessors' department will instruct you on how to obtain the building coverage which would then be divided into the square footage of the lot. Include only the square footage of the dwelling, including **covered** porches, screened porches/decks, sheds and other structures that are covered. Do not include uncovered decks, patios, bulkheads, walkways or driveways.

PLEASE ENSURE THAT ALL PLOT PLANS SHOW THE CRITERIA LISTED IN ARTICLE III, SECTION 3 OF THE RULES AND REGULATIONS. PLEASE LIST THIS INFORMATION ON THE PLOT PLAN PRIOR TO MAKING COPIES.

ARTICLE III, continued

Table 5

Schedule of Filing Fees and Special Escrow Account Fees

The following fees were approved by the Board of Selectmen on June 5, 2006 to be effective on July 1, 2006.

Application Category	Filing Fee	Escrow Account
Special Permits, Dimensional Variances, Appeals (Sec. 906)	\$ 200	N/A
Use Variances (Sec. 906.3)	\$ 400	\$ 1,500
Special Permits and Site Plan Approval (Commercial/Business)	\$ 800	\$ 1,500
Special Permit Amendments	\$ 400	\$ 1,500
<u>PUD & Cluster Permits Prequalification & Site Analysis (Secs. 804-805)</u>		
<25 acre site	\$ 800	\$ 2,500
26-100 acre site	\$ 1,200	\$ 3,500
>100 acre site	\$ 1,600	\$ 5,000
<u>Development Review (Sec.806) PUD & Cluster Permits</u>		
<25 acre site	\$ 800	\$ 2,500
26-100 acre site	\$ 1,200	\$ 3,500
>100 acre site	\$ 1,600	\$ 5,000

Comprehensive Permits

SEE DUXBURY BOARD OF APPEALS COMPREHENSIVE PERMIT RULES (SECTIONS 3.00 & 4.00)

Cluster Development amendment hearing (to be credited towards special permit fee if necessary) - \$50.00

Rescheduling fee for cancellation or failure to appear without 36 hours notice - \$150.00

Notes: *Filing fee is separate from the Escrow Account; it is non-refundable and is deposited in the Town's General Fund. Special Permit Amendment shall mean amendments to special permits issued for non-residential development (including lawfully pre-existing non-conforming use special permits) in any zoning district; or amendments to special permits issued for Cluster and Planned Unit Developments in authorized districts.

In addition to the above, a check in the amount of \$ 70.00 must accompany the application. This is to cover the cost of mandated newspaper advertising of the public hearing. Also a separate check in the amount \$30.00 must accompany the application. This is to cover the cost of verify abutter in a 300 ft radius and to mail out the public notice and decision.

**FILING FEE CHECK MADE PAYABLE TO: TOWN OF DUXBURY
ADVERTISING FEE MADE PAYABLE TO: THE DUXBURY CLIPPER
ABUTTERS FEE CHECK MADE PAYABLE TO: TOWN OF DUXBURY (7/10/08)**

Amended 2008