

ZBA APPLICATION GUIDE

- Copy of Assessors' Map
- Scale drawing of premises:
 - Showing all property lines
 - Distances from any building or proposed buildings
 - Driveways and parking area
 - Location of septic and well
 - Location of any soil conditions, topography which would effect a variance
 - Drawing of any proposed changes to buildings
 - Underground utilities
 - Location of exterior lighting additions
- If not the owner, copy of lease or rental agreement
- Notarized letter of approval/consent signed by owner or authorized agent
- Application form with current certified abutters list [to be attained through the Assessors' Office]
- \$250 filing fee [check or money order payable to the "Town of Heath"].
- Application should be reviewed by the Zoning Board Chair to ensure completeness prior to submittal to Town Clerk (this will eliminate the postponing of a hearing by the ZBA due to missing documentation).
- Submit to Heath Town Clerk-PO Box 35 Heath, MA 01346 or during Town Clerk's office hours at 18 Jacobs Rd.