



**Instructions for Applicants/Petitioners/Appellants
filing to appear before
The Zoning Board of Appeals**

**The Commonwealth of Massachusetts
City of Greenfield**

1. It is important that the applicant review all rules and regulations of the Zoning Board of Appeals (ZBA) prior to appearing before the Board.
2. **Administrative Appeal:** An appeal of an administrative decision made by the Building Inspector or a site plan decision made by the Planning Board to the ZBA shall be made within thirty (30) days of the decision which is being appealed. Please detail the specific relief that is being requested.
3. **Variance:** A petitioner **must** establish 1) that the condition is owing to circumstances relating to the soil conditions, shape, topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located; and 2) a literal enforcement of the provisions of the ordinance or by-law would involve substantial hardship, financial or otherwise, to the petitioner or appellant; and 3) that the desired relief may be granted without nullifying or substantially derogating from the intent or purpose of the ordinance or by-law and may be granted without substantial detriment to the public good. **Failure to establish all three is grounds for denial.**

In order to expedite your appeal, include all factors that may be relevant to the three questions in the above paragraph.

4. **Special Permit:** Be prepared to present information that shows your proposal to be in harmony with the intent or purpose of the ordinance or by-law and that it complies with the special permit conditions set forth in sections 8.3.1 thru 8.3.9 of the Zoning By-Law. Applications must be accompanied by a site plan showing the relevant information listed in Section 2.1 of the ZBA Rules and Regulations.
5. A certified abutters list will be obtained from the Assessor's Office by the Planning

Department. The Planning Department will prepare notification to abutters within 300 feet in any direction of the property line, which will be sent by certified mail.

6. No hearing date shall be set until such time as the applicant has submitted all required information in the appropriate form and in the required quantity of copies.
7. ZBA hearings are held on the second Thursday of each month which means that all information must be in the hands of the clerk a minimum of three weeks prior to the scheduled meeting date.
8. Applicant is responsible for paying for all fees as specified under Section 2.2 of the Zoning Board of Appeals Rules and Regulations to 1) offset clerical costs; 2) cover the cost of the mailing of the certified return receipt letters to all property owners within three hundred (300) feet and 3) cover the cost of the two legal notices which must appear in the Recorder at least two weeks and again one week prior to the meeting date.
9. Any information that an applicant receives from any City officials or departments or Boards is advisory in nature and does not in any way indicate the direction that the decision might take at the actual hearing.
10. Failure to comply with all of the applicable procedures will result in either denial or rescheduling of the hearing at the applicant's expense.