

Board of Appeals

TOWN OF HANOVER, MASSACHUSETTS 02339

(781) 826-7641

INSTRUCTIONS

Filings

- ◆ Applicants should review a copy of the Hanover Zoning By-laws either on the website, at the Town Clerks office or the Zoning Board of Appeals office.
- ◆ Applicants shall furnish all information requested on attached application, please print neatly.
- ◆ Applicants shall file with the Town Clerk the following documents:
 - Two (2) copies of the attached completed application
 - Four (4) copies of a Plot Plan
 - Four (4) copies of a **Certified Site Plan** (if required)
 - A check payable to the Town of Hanover (see Fee Schedule attached)
- ◆ Applicants shall leave documents with the Zoning Board of Appeals Office.

Appeals

- ◆ Applicants shall include a copy of the refusal letter from the administrative official being appealed, as well as documents listed under Filings.

***Note:** Appeals must be filed within thirty (30) days from the date of order or decision, which is being appealed.*

Variances

***Note:** In order to grant a Variance the Board must find that all four (4) statutory findings have been proved by the applicant. (see attached Variance Required Findings)*

Erection of Telecommunications Tower

- ◆ Applicants shall file the following reports prepared by a Registered Professional Engineer, as well as documents listed under Filings:
 - a report describing the proposed wireless telecommunication tower including the technical and any other reasons for its design.
 - a report demonstrating that the proposed tower complies with all applicable regulation and requirements of both Federal and State governments.
 - a report describing the capacity of the proposed tower and indicating the number and type of antennae that it can accommodate.
 - a report demonstrating that the proposed tower and its associated site comply with all provisions of Section 6.900 of the Zoning By-Law.
- ◆ Applicants shall furnish evidence of ownership, fully executed purchase and sale agreement or right to use locus.

INFORMATION

Public Hearings

- ◆ All Hearings must be held within sixty-five (65) days of the date the application is filed with the Town Clerk. It takes a minimum of thirty (30) days to schedule a Hearing.
- ◆ The ZBA will notify the Applicant by certified mail of the date, time and place of the Public Hearing.
- ◆ The ZBA will notify all abutters within 300 feet of the subject property fourteen (14) days prior to the hearing by certified/return receipt mail, as well as publish the public hearing notice in the newspaper once in each of the two (2) weeks prior to the hearing.
- ◆ The ZBA will notify the Applicant of the costs of abutter notification postage and newspaper legal notice. The Applicant is required to reimburse the ZBA for these costs. Checks made payable to the Town of Hanover should be presented to the Chairman of the ZBA at the time of the hearing.

- ◆ Applicants shall provide the ZBA at the Hearing six (6) copies of a brief addressing the facts of the case and any Zoning Bylaw Required Findings that are applicable.
- ◆ A copy of the deed to the subject property needs to be presented at the time of the hearing.

ZBA Decisions

- ◆ The ZBA must render their decision within **100 days for variances and appeals** and **90 days for special permits and wireless telecommunications** from the date the application was filed with the Town Clerk.
- ◆ The ZBA must file with the Town Clerk their written decision within 14 days of their verbal decision.
- ◆ There is a 20-day period after the written decision is filed, during which this decision may be appealed.
- ◆ If no appeal is filed within the 20-day appeal period, the ZBA will forward a Certificate of Granting signed by the Town Clerk to the Applicant. Applicants will be responsible for filing this form, together with a copy of the decision, at the Plymouth County Registry of Deeds.