

**TOWN OF ROCKLAND  
ZONING BOARD OF APPEALS  
APPLICATION FOR A PUBLIC HEARING**

**INSTRUCTION SHEET**

A. This application when completed, must be filed with the Town Clerk together with:

- **FILING FEE - (Make check payable to the Town of Rockland)**
  - \$200.00 - Application For Special Permit/Section 6 Finding and/or Variance
  - \$200.00 - Application For an Appeal from the Decision of the Zoning Enforcement Officer
  
- **FILING FEE - Comprehensive Permits (Chapter 40B)**

*See Comprehensive Permit Rules for additional requirements*

  - For Limited Dividend Organizations: \$2,000.00 flat fee plus \$100.00/ unit
  - For Non-Profit Organizations: \$1,500.00 flat fee plus \$75.00/unit
  - For Public Agencies and Local: \$0.00
  
- **ADVERTISING COST**

The Petitioner/Applicant will be responsible for paying advertising costs incurred with a local newspaper and will receive a statement for costs incurred directly from said newspaper prior to the next available hearing date scheduled with the Zoning Board. The ZBA will type the Petitioner/Applicant ad and submit the same to the newspaper for proper publication. The ZBA will send to the local newspaper any pertinent billing information needed so that a billing statement can be sent directly to the Petitioner/Applicant for the advertisement publication.
  
- **COPYING TO BE DONE BY APPLICANT:**
  - Application (after completed by Applicant and signed by Zoning Enforcement Officer) - 13 copies
  - Certified List of Abutters - 13 copies
  - All maps, plans and other documents required by this instruction sheet – 13 copies
  
- **ENVELOPES** - All envelopes for advertising and decision mailings are to be submitted with application.

**ADVERTISEMENT MAILING** – to Applicant/Abutters/Planning Board

- ONE (1) business size pre-addressed, stamped envelopes for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on envelope.**

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- ONE (1) business size pre-addressed, stamped envelope to each Planning Board in the surrounding Towns. **Only use postage stamps. Do not use a postage meter. Do not put a return address on envelope.**
- ONE (1) certified envelope addressed to the Applicant(s)/Owner(s), if different, and the green card and white Certified Mail forms filled out with the Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only), and the appropriate amount of postage affixed. **Certified Mail label must have bar code with number.**

**DECISION MAILING** - to Applicant/Abutters

- ONE (1) business size pre-addressed, stamped envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on envelope.**
- **40B Applicants only**- ONE (1) 9 x 12 size envelope pre-addressed and stamped with \$1.65 in postage for each name on the certified list of abutters. **Only use postage stamps. Do not use a postage meter. Do not put a return address on envelope.**
- ONE (1) certified business size envelope addressed to the Applicant(s)/Owner(s), if different, and the green card and white Certified Mail forms filled out with the Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only), and the appropriate amount of postage affixed for Certified Mail. **Certified Mail label must have bar code with number.**
- **40B Applicants only**- One (1) 9 x 12 size envelope pre-addressed and stamped with \$1.65 plus certified mailing postage for Applicant/Owner(s).

**B.** The application must be signed by the Owner(s) of record of the subject property, and the applicant, if different from the Owner(s). Applications not signed by the Applicant and Owner(s) will be returned.

**C.** All applications that involve any new construction, or additions to existing construction, and all applications that involve outside storage of goods or equipment, *except for open decks and porches*, shall be accompanied by a plan drawn and stamped by a registered land surveyor showing the metes and bounds of the property, north arrow, dimensions of all existing and proposed structures, set backs from property lines and buffer zones where applicable.

**D.** All applications for open decks and porches shall have a plan (example: Assessors map) showing existing and proposed structures and dimensions from all lot lines. The Applicant is responsible for accuracy of all distances and dimensions.

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**E.** All applications for a Class 2 use car/truck lot shall be accompanied by a plan drawn and stamped by a registered land surveyor showing the metes and bounds of the property, all existing and proposed structures, buffer zones, parking spaces for the number of cars requested, spaces for employees and customers, and sufficient back-up area as described in the By-law.

**F.** All applications for an In-law apartment shall have a scaled floor plan of the existing house, a scaled floor plan of the proposed in-law apartment. All floors must be shown. Plus all other required documentation as per these instruction sheets. Applicant must get a copy of the In-law apartment guidelines from the Building Department prior to hearing.

**G.** All applications that also require Site Plan Approval from the Planning Board shall be accompanied by a site plan meeting the requirements of Site Plan Approval as set forth in the Rules and Regulations of the Planning Board.

**H.** All Applicants must go to the Assessor's Office to obtain a Certified List of Abutters.

**I.** All businesses and commercial Applicants must submit a Municipal Lien Certificate from the Tax Collector's Office for the property in question.

**J.** The application must be signed by the Zoning Enforcement Officer in two (2) sections on the application before the Applicant makes 13 copies.

**K.** The Town Clerk will distribute your completed application to the members of the Zoning Board. The Board will set a date for your hearing. You will be notified by mail on the date and time of your hearing. If you are unable to present your petition at that time, please contact the Chairman or the Recording Secretary at 781.871.1874 ext. 175 as soon as possible.

**All Incomplete Applications Will Be Rejected  
And Returned To The Applicant**