



Town of Douglas  
Zoning Board of Appeals  
29 Depot Street, Douglas, MA 01516  
T: (508) 476-4000 ♦ TTY 508-476-1619 ♦ F: (508) 476-4012

## **INSTRUCTIONS FOR APPLICANTS**

**Please carefully follow the instructions below and the instructions on both ZBA forms (Special Permit and/or Variance/Appeal). Incomplete Applications will be returned.**

### **Complete Applications: 8**

1 original Application (Signature of Applicant and Owner) and  
7 copies of the Application **including**

1. A Denial Letter from the Building Commissioner
2. Tax Verification Form (signed by the Tax Collector)
3. A **Mandatory Certified Plot Plan** in accordance with "Submittal Requirements" from the application.
4. Copy of plans: 1 Full Size (Folded) 8 copies of 11x17 folded
5. An Abutters List Certified by the Town's Assessors Office accompanied with Labels (1 Original and 7 copies of list)

## **FEES & SUBMITTAL REQUIREMENTS**

- \* Application Fee: \$250.00 made payable to the Town of Douglas.
- \* A Certified Mailing Fee per the US Post Office's current cost per abutter.  
(Verify amount with Principal Clerk)
- \* Advertising Fee: \$200.00 made payable to the Town of Douglas.

**\*These fees only apply to ZBA Applications.**

**Other fees such as Building Permit Application Fees, Conservation Commission Fees and Planning Board Application Fees are separate.**

Please be advised that your Public Hearing may be continued if additional information is needed.