

## THE TOWN OF LUDLOW, MASSACHUSETTS OFFICE OF THE BOARD OF APPEALS

### Instruction and Information Checklist

- The **Variance / Section 6, or Special Permit application** must be filed and date / time stamped with the Town Clerk's office.  
The application package will then be delivered to the Board of Appeals.
- A **check for \$75.00 (fee)** made out to the Town of Ludlow, (30A) must accompany the application. A blank check made payable to Turley Publications, to cover the cost of the legal notice, will be required at the time of the hearing. You will be advised of the charge of the legal notice at that time.
- A **letter of denial – 8 copies** must accompany the application. This letter of denial will normally originate with the Building Commissioner or the Planning Board and will usually be based on non-compliance with one or more of the Town of Ludlow Zoning By-laws.
- Set of registered site plans – 8 copies** must accompany the application. These site plans must show pertinent information such as property pin locations, existing and proposed structures, measurements, distances, etc.
- 8 copies of the subject property deed (current) and 8 copies of the property deed prior to 1954** must be included with the application, with the recorded book and page number clearly indicated. This deed must show that the applicant is the present owner of the property.
- The application must include **8 Copies of the applicable Assessors Map** on which the subject property is indicated. A copy of the assessors map is available at the DPW.
- The applicant must include **8 Copies of the Assessors Property Record Card / Field Card.**
- The applicant must obtain a list of the Abutters from the Assessor's Office and submit **8 Copies of the Abutter's List** with the application.
- The applicant is required to notify the abutters at least Fourteen (14) Days prior to the hearing by certified mail receipt (PS form 3800) and to include return signature cards (PS form 3811) these can both be obtained at the Post Office. These receipts and signature cards must be presented to the Board of Appeals at the hearing, The Legal Notice which appears in the Wednesday edition of the Ludlow Register will be provided to you. For your convenience, the legal notice may be duplicated for notification to the abutters.*

**\*\*\* PLEASE BE SURE ALL OF THE INFORMATION ABOVE HAS BEEN SUBMITTED AND ALL OF THE CHECKLIST ITEMS ARE COMPLETED PRIOR TO YOUR SCHEDULED HEARING \*\*\***

\* Failure to comply with the requested information will be cause to reject the application as incomplete. The Board of Appeals may waive certain requirements, any waiver must be in writing. Please be patient, it is not unusual for the process to take three (3) to four (4) months

The Board of Appeals, your requested variance/section 6 finding or Special Permit and the process are governed by Chapter 40A of the Massachusetts General Laws, Sections 6 through Section 17.

*Revised: 3-7-2016*