

**TOWN OF WARWICK**  
**Zoning Board of Appeals**

**Procedures for Applicants**

1. Applicant obtains an application from the Warwick Town Coordinator. The application must be returned to the Town Clerk at which time it will be dated. A date and time for the hearing will be set by the Zoning Board of Appeals. Mass General Law 40A allows 65 days from the filing of the application until the hearing.

2. A plan of the premises as described in the Warwick Zoning Bylaws, Sec IV 1. F, 2, **must accompany the application**. The plan may be sketched, but should include all applicable information, including:

the location of all roads,  
driveway access to the property (existing or proposed)  
streams,  
wetlands,  
fields, and forests,  
property boundaries,  
existing buildings,  
proposed buildings,  
septic systems and  
water supplies.

Accurate setback and sideline distances must be provided.

In addition to the plan submit a check, payable to the Town of Warwick, in the amount of \$75.00 to cover the costs of advertising and processing the application.

Optional but helpful attachments to your application include copies of any approvals from other boards, a copy of your deed, a copy of the assessors map, and copies of any existing surveys of your property.

3. Copies of the Warwick Zoning By-laws are available for review in the Town Clerk's office and the Warwick Library.

4. If your petition before the Zoning Board of Appeals requests a **SPECIAL PERMIT**, be prepared to present data that the granting of the SPECIAL PERMIT

- (a) will not be detrimental to the public,
- (b) will not tend to impair the status of the neighborhood, and
- (c) will be in harmony with the general purposes and intent of the regulations in the Zoning By-laws.

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5. The Zoning Board of Appeals will attempt to make a timely decision, but has according to MGL Sec. 40A, ninety (90) days from the date of the original hearing to make a decision on a Special Permit application and one hundred (100) days from the filing of the petition to make a decision on a Variance.
6. A decision to grant a Variance or Special Permit, or any extension, modification or renewal of such becomes final twenty (20) days after the filing of the Decision with the Town Clerk if no appeal has been filed.
7. The applicant is responsible for filing the attested decision at the Franklin County Registry of Deeds, in Greenfield in a timely manner.
8. Applicant's failure to follow procedures or to supply requested information in a timely way will result in the rejection of the application.