



**BOARD OF APPEALS**  
DOVER, MASSACHUSETTS 02030  
**BOARD OF APPEALS APPLICATION GUIDANCE INFORMATION**

1. When you file a Board of Appeals application, you will need to pay a fee of \$150.00 to cover the cost of printing legal notices in the Dover-Sherborn Press, as well as the Board of Appeals secretarial costs.
2. It will take at least three to four weeks before your application actually comes before the Board. First your application Hearing Notice will be published in the Suburban Press for two consecutive weeks, and it will also be mailed to you and to all your abutters (or anyone located within 300 feet of your lot). A notice of your Hearing will also be posted on the Meeting Board at the Town House (at least 48 hours before the meeting).
3. A list of your abutters will be researched by the Assessor's Office, and you will receive a bill for \$10.00 or \$30.00 depending on the number of abutters. This is a separate charge in addition to your application fee. .
4. When your Hearing Date has arrived, you (or your representative) will need to come before the Board of Appeals and present your request and the reasons you believe you are entitled to the relief you have requested. Please remember that in order to receive the relief requested you must satisfy the legal requirements necessary to justify the granting of that relief. You may bring your lawyer, builder, architect or other representative with you. You should have a certified plot plan of your property done by a professional engineer or a licensed surveyor -not just a free hand drawing. It would be helpful if you could give us two sets of your proposed addition plans -one for the Board of Appeals and one to file with your application at the Town House. If you could bring some photographs of your property and buildings, it would be most helpful. Models and any drawings are always welcome. Ask any neighbors to attend the meeting and speak in your behalf.
5. The Board of Appeals will likely plan a Site Visitation to your property. We may ask you to mark important lot lines and the area (on the ground) on which you wish to build and to show us in person your building and lot. We will walk around your land, and we may ask to come inside an affected building.
6. After the Site Visit, we have one or more meetings to make a decision on your application. Sometimes this is done in one meeting, other times, we meet on several occasions sometimes a week or two apart.
7. After your application is voted on, a Decision is written by a member of the Board of Appeals. It is then signed by the Clerk of the Board of Appeals and notarized by the Town Clerk. Then a twenty (20) day appeal period begins. Particular people have the right to appeal a Board of Appeals Decision to the courts. The Building Inspector will not issue a building permit, until after the twenty (20) day appeal period is over.
8. A permanent file of your application along with all the proper documents will be at the Dover Town House for anyone to read at any time.
9. If you have any other questions, please telephone the Board of Appeals Clerk, Virginia White, at (508) 785-0375, and she will be happy to talk with you.