



BOARD OF APPEALS
DOVER, MASSACHUSETTS 02030
CHECKLIST FOR FILING AN APPEAL WITH THE BOARD OF APPEALS

In order for an appeal to be accepted and acted upon by the Dover Board of Appeals, the following, at minimum, must be provided:

The Applicant must have filed for a building permit and received a **WRITTEN** denial from the Building Department stating the reason for denial.

The Application to the Board of Appeals must be completed in all respects, this includes, but is not limited to:

- (a) The reason for the denial of the building permit;
- (b) The zone in which the property is located;
- (c) The specific relief being requested from the Board of Appeals (i.e., variance, special permit, reversal of Building Inspector's decision, expansion of existing non-conforming use or other relief) and a description of the reason for which such relief is required (i.e. construct an addition too close to a sideline, etc);
- (d) The Applicant must state the specific section of the Zoning By-Law or sections of the Zoning By-Law under which relief is requested;
- (e) A copy of the written denial by the Building Inspector must be attached to the application; and
- (f) A brief statement of why the Applicant believes it is entitled under the Zoning By-Law and other applicable law to receive the relief requested.

A properly prepared plot plan or survey showing the property and improvements forming the basis of the relief requested.

A check for the fee in the amount appearing on the Application.

Incomplete applications will be rejected and will cause delays in processing and hearing a case and may require refilling and/ or the payment of a new application fee.

In addition, while not required, the applicant may choose to:

- (i) Retain an attorney, engineer, architect and/ or other representative to proceed with the case on behalf of the Applicant.
- (ii) Submit written testimony or memoranda in support of the Application along with letters of support, plans or other relevant documentation for the Application.
- (iii) Meet with the abutters, and other interested parties, to discuss in advance the Application and hear the concerns of interested parties.
- (iv) While none of the foregoing [(i)-(iii)] is required or recommended, in many cases it assists in expediting the hearing and decision making process.