

Town of Dover, Massachusetts

Board of Health

Policy for Variance Definition and Notice as Part of the Public Hearing Process.

The Dover Board of Health decided to better define certain details which must be followed when requesting any variance from Town of Dover Board of Health Regulations or Title V.

Section 15.411 (1) (b) describes a variance notice being sent to “abutters” and describes the method to be used. The Board of Health will expand on this description of notice procedures and define abutters.

Definition of an Abutter

Abutter is defined as: any owner of land sharing a common boundary or corner of the site of the proposed activity in any direction within 300 feet of the site’s property lines or corners. This shall include, but is not limited to, land located directly across a street, way, creek, river, stream, brook, canal, rail road or trolley line (active or abandoned).

Variance Notification Process

- 1) Obtain a certified list of abutters from the Town of Dover Assessor. Verify accuracy of property ownership as property sale may have occurred within the preceding 12 months and records may not be up-to-date. The current land owner must be notified, by hand if necessary. All abutters must be notified by certified mail by letter detailing the variances being requested.
- 2) Indicate the abutter’s property and subject site on the latest copy of the town Assessor’s maps.
- 3) Submit to the Board of Health, items 1 and 2 with the application for sewage disposal works permit together with the original receipts from the US Post Office for the certified mailing clearly noting tax map number on each receipt. On the tax map clearly note property addresses for each receipt.
- 4) At the start of the Public Hearing present a copy of the certified abutters list (item 1) and the original USPO return receipt cards (Green Cards) to the Board of Health and clearly note any that have not been returned. If any have not been returned, the Board will determine whether or not the Public Hearing can proceed or must be rescheduled.

The Variance Process described above shall supplement Title V requirements and shall not invalidate any part of Title V or other Regulations.

The Board of Health reserves the right to amend this policy at any time to ensure that the public participation process is adequately followed.

Policy adopted by the Board of Health, January 9,2012.