

**Checklist**  
**Variance, Special Permit or Appeal Process**

1. See the Building Commissioner to get clarification that you need the variance or special permit before starting the process.  
\_\_\_\_\_ Initials from the Bldg. Dept.

2. Get the application and Zoning By-Laws in the Town Clerk's Office.

3. Go to the Assessor's Office to apply for your abutter's list.

4. Got to the Collector's Office for signature (page 4 application)

5. Bring all necessary paperwork back to the Town Clerk (applications, site plans, abutters list, etc.) She will see that all information gets to the ZBA Clerk. The ZBA Clerk will take care of the mailings, legal advertising and any correspondence the board needs to have before the hearing. You will be notified as to the date and time of your hearing.

Any questions call Laura at 508-657-2852 or email [lrenaud@bellingham.org](mailto:lrenaud@bellingham.org).

\*Hearings are normally held the first Thursday of every month. There is a 3-week processing time to allow for mailings and legal advertising to be processed.