



ZBA Application Process

Prior to submitting an application, please contact: Daphne Collins, Zoning Specialist, dcollins@needhamma.gov 781-455-7550, x72261;

To apply for a ZBA Special Permit, Comprehensive Permit, Variance, Appeal of a Building Inspector's Decision or Amendment you will need to do and submit the following:

- ☐ certify that the Building Inspector was consulted prior to submitting an application;
- ☐ complete a ZBA Application;
- ☐ plot plan of the existing conditions and proposed conditions, stamped and dated by a certified land surveyor or engineer;
- ☐ plans and elevations stamped and dated by a certified architect or engineer;
- ☐ stormwater mitigation plans stamped and dated by a certified engineer, when applicable;
- ☐ any required backup documentation pertaining to the zoning relief sought;
- ☐ if the applicant is not the owner of record, a letter from the owner certifying authorization.
- ☐ application fee, check made payable to the Town of Needham. Check holder's name, address, and phone number to appear on the check. In the check memo line write: "ZBA fee" and the address of the project.
- ☐ 7 copies of the ZBA Application with back-up documentation along with the application fee to the Town Clerk's Office, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492. (Additional copies may be required determined by the ZBA on a case by case basis)
- ☐ an electronic copy of the application and all submitted materials to dcollins@needhamma.gov.

The ZBA will:

- prepare a Legal Notice to run twice in the Hometown Weekly. The Hometown Weekly will bill you directly. Make sure you identify the individual, billing address, email and phone number to be billed;
- place a Notice on the Town Calendar and will notify by mail your abutters. On a case by case basis, the ZBA may determine and task the applicant with notifying the abutters. If tasked, instructions and notice will be provided.