

**TOWN OF MILFORD, MASSACHUSETTS**  
**INSTRUCTIONS TO APPLICANTS AND RULES**  
**OF PROCEDURE OF THE MILFORD**  
**ZONING BOARD OF APPEALS**

1. The filing fee for each application or petition seeking relief from the Board is **\$250**, *inclusive* of the \$25 paid to the Board of Assessors under paragraph 4 hereof. Checks therefore are to be made payable to the Town of Milford.
2. All applications or petitions and accompanying plans or documents must be filed with the Town Clerk.
3. Applications for variances and appeals from decisions or orders of the Building Commissioner shall be filed in triplicate. Applications for special permits shall be filed in quintuplicate. All questions on all application forms must be answered. Failure to answer any question may result in rejection or denial of the petition.
4. The applicant must provide, along with the petition, a list with the names and addresses of the owners of all abutting land and of abutters to those abutters within 300 feet of the premises, which list must be obtained at the cost of \$25.00 from the Board of Assessors tax listings.
5. All petitions for variances or special permits must be accompanied by three or five copies, respectively, of a current plan of the property or lot, prepared and signed by a certified Civil Engineer or Registered Land Surveyor, which plan must set forth the position of all structures thereon, their size and distance from the nearest side boundary, and distance from the front and rear of the lot. Said plan must also show the location of proposed additions or structures, dimensions of said additions or structures, and relevant distances to lot lines. Said plan shall show, to within a tolerance of 2 feet, more or less, the nearest side of any and all structures on adjacent properties within 30 feet of the subject lot. If applicable, dimensional areas for vehicular parking, for open space and/or recreation must be shown.
6. Upon filing of a petition or application, the Board of Appeals shall schedule a hearing to be held no sooner than thirty (30) days from the date of filing to allow for newspaper publication and review by other Boards.

**CONDUCT OF THE HEARING.**

1. The Chairman of the Board of Appeals shall conduct the hearing. No person shall speak until recognized by the Chair. All questions and comments shall be addressed to the Chair.
2. After opening the hearing, the Chairman shall read any recommendations from other Town Boards or agencies. The Chairman may then, in his discretion, read any written comments received from other interested parties.

3. The Secretary shall record the names and addresses of all interested parties present at the hearing. No person shall address the Board unless and until he or she has been so identified for the record.
4. The petitioner and/or his attorney shall then present evidence in support of the application, including any testimony. Upon completion of the petitioner's presentation, members of the Board will be given an opportunity to question the petitioner. The abutters and other interested parties will then be afforded an opportunity to be heard.
5. Before the commencement of any hearing, the Chairman may remove himself from voting on the petition and designate a duly appointed alternate member to act in his stead. The Chairman shall still conduct the hearing.

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