

How to apply for a hearing before the Board of Health

The Board of Health holds a public meeting once per month. In order for a variance or hearing to be placed on the agenda, the engineer or representative must have a preliminary project review meeting with the Health Director. It is hoped that this process will eliminate the need for continuances at meetings due to design omission or incomplete submittals. This meeting can be scheduled by calling our office at 508-430-7509 and in general occurs the Monday prior to the filing deadline.

Required Documents for the Director's Meeting:

- Draft letter to the Board of Health-Letter should outline what you are requesting and why. If you are requesting that previous order of conditions be modified, attached the previous conditions.
- Floor plans – entire house or building (basement, first floor, second floor and include both existing and proposed if applicable.
- Site plan -Plan should include the location of the septic system, existing house and any proposed additions/alterations.
- Draft letter to abutters notifying them of the hearing date/location/time and what you are requesting of the Board (legal requirement is to notify all abutters by **certified mail** at least ten days before the hearing meeting)
- You must request a certified abutters list from the Assessor's Office. This request may take up to 10 business days and a fee is charged (fee payable at the Assessor's Office).

Based on discussions with the Director, materials shall be submitted before the close of business on the filing deadline day:

8 packets of:

- Application for Board of Health Variances
- Letter to Board of Health
- Letter to abutters (bring certified mail receipts to the meeting)
- Copy of certified abutter list
- Existing variance letter (if applicable)
- Floor plans (all floors/existing & proposed)
- Site plan
- Filing Fee \$125.00