



Town of Randolph

OFFICE OF

Zoning Board of Appeals

41 South Main St. Randolph, MA 02368

www.randolphzba.com

Instructions for Application for Hearing

Decisions from other Boards or Commissions must be completed before this application can be filed.

Application must be filed with the Town Clerk at the Town Hall and be accompanied by a check payable to the Town of Randolph to cover expenses. All fees are non-refundable.

Fee Structure:	Up to 12,000 square foot lots.	\$225.00
	12,001 to 20,000 square feet.	\$300.00
	20,001 to 44,000 square feet.	\$400.00
	Each additional half-acre.	\$150.00
	Continued Hearing	\$125.00
	Administration/Section 8	\$250.00

The petitioner shall pay for all Postage associated with your petition. (*Postage includes Abutters Certified Mailing Return Receipt, First Class Mailing to Abutting Planning Boards, Mass Housing, Fee letter to Petitioner, Post Hearing notification Post Cards, and Decision to Petitioner.*) The total amount of Postage must be paid by check (Made out to the Town of Randolph) at the time of your hearing.

The Legal notice will be placed by the Board and paid by the petitioner the night of the hearing.

The application shall also include:

One Mylar plan suitable for recording in the Registry of Deeds with Assessors Map Block and Parcel, Book and Page or Land Certificate #.

15 copies of each:

Plans and Decision(s) from other Boards or Commissions.

Denial letter received from the Town Building Department. Dated no later than thirty day's past.

Certified plans and locus of the property involved, including measurements height of structure and lot coverage (Structures and Impervious Surface) and abutters names.

If the land is registered, the applicant shall include the attested copy of current certificate of title and decree plan. If the land is un-registered land the application shall include deeds & book & page numbers and any incumencies or restrictions. Quick Claim Deeds or County website copies are not acceptable.

The application shall state if the petitioner is the owner of the land or agent. If agent; a Letter, authorizing the agent to speak for all owners.

Provided plans, maps or other instruments referred to in the application to be used as a basis for establishing the claim, which the petitioner/agent must cite.

Each application shall address one set of circumstances.