

### **BEFORE THE PUBLIC HEARINGS**

- Petitioners must file Petition with the Town Clerk - one copy for the Town Clerk, two copies for the ZBA office.
- Petitioners must submit properly completed Petition forms, plans, and other required documents along with Petition fee to the ZBA office.
- Notice of the Public Hearings is published in the Mashpee Enterprise two consecutive weeks at least two weeks in advance of the Public Hearings.
- ZBA office notifies abutters of the Petition by mail.

### **DURING THE PUBLIC HEARINGS**

- Petitioner or Agent must be present at the Public Hearings to represent Petition.
- After hearing testimony from the Petitioner and/or abutters, the Board renders a Decision on the Petition.

### **AFTER THE PUBLIC HEARINGS AND BOARD'S DECISION**

- After the Board renders a Decision on the Petition, the Minutes of the meeting are transcribed.
- After transcribing the Minutes, the Decision is composed.
- ZBA office files Decision with the Town Clerk within fourteen days of the Board's final vote on a Petition.
- ZBA office notifies abutters of the Board's Decision by mail.
- After the Decision is filed with the Town Clerk, **Massachusetts General Law Chapter 40A Section 17 requires a 20-day Appeal period.** This Law is designed to provide any person aggrieved by the Decision the opportunity to Appeal such Decision.
- After the 20-day Appeal period, a copy of favorable Decisions will be certified by the Town Clerk that there has been no Appeal twenty (20) days after the Decision was filed.
- A certified copy of the Decision is issued from the Town Clerk's office.
- A certified copy of the Decision must be recorded at the Barnstable County Registry of Deeds. It is the responsibility of the Petitioner to record a certified copy of the Decision at the Barnstable County Registry of Deeds.
- Once the Decision is recorded at the Barnstable County Registry of Deeds, **proof of the recording at the Registry ALONG with the completed Building Permit Application form(s) must be submitted to the Building Department for review.**
- After reviewing the Building Permit Application form(s), the Building Department will notify the Applicant as soon as the Building Permit is issued.