



**TOWN OF BROOKFIELD
ZONING BOARD OF APPEALS
6 Central Street
Brookfield, MA 01506**

Administrative Appeal
Print CLEARLY Please

Name of Applicant: _____

Residence Street: _____

Town, State, Zip _____

Contact Info: Phone _____ Email _____

Property Owner if Different _____

Property Description: Get any of the following from the Town Assessor if applicable –

Assessors Map: _____ and Parcel _____

Property Acreage: _____ Frontage _____

Deed Book: _____ Page: _____

Describe Nature of Appeal: _____

Nature of Relief Requested: _____

- Attach:** 1) Certified List of Abutters: (from Assessors) and keep a copy for yourself
2) Current deed if applicable (from Assessors)
3) Your site plan of applicable property and buildings with front, side, and rear dimensions shown clearly (Assessors may have a suitable plot picture).
4) Any other pertinent documents.

Applicant's Signature _____

Town Clerk's Date Stamp:

Instructions:

To Initiate a Hearing:

1. Obtain the application for the Administrative Appeal from the Town Clerk.
2. Follow the instructions on the application and get all the necessary items and information available that led to this appeal. You have 30 days from the date of the decision of the order or decision being appealed to file this with the Town Clerk.
3. Once the application is completed, return it to the Town Clerk with a check for \$90 payable to "Town of Brookfield". The clerk will date stamp the completed application. The ZBA has 65 days in which to have the Hearing.
3. The ZBA will email you a copy of the legal notice for the Hearing in time for you to mail out the notice to the abutters. NOTE- do not have to use certified mail, you can use the "Certificate of Mailing" method at the Post Office. Keep these as proof of mailing. Mail out this notice as soon as you receive the notice from the ZBA.

At the Hearing:

1. Bring the "Certificate of Mailing" receipts – at this time they are white cards.
2. Any additional information or plot plans that may be helpful.

After the Hearing:

1. The ZBA has an overall 100 days to have the Hearing and file the approval or denial of the application with the Town Clerk. The decision will be date stamped by the Town Clerk.
2. After the Hearing decision is filed, there is an appeal period of 20 days for the applicant or any interested party to formally appeal to the court system.
3. If there is no appeal of the decision, the Town Clerk will issue a "Certificate of No Appeal".
4. If approved with no appeal, the decision must then be recorded by you at the Worcester Registry of Deeds in Worcester to be valid and acted upon.
5. If denied, the applicant may appeal to the court system in accordance with M.G.L. Chapter 40A, Section 17.

Questions may be directed to any member of the Brookfield ZBA or to Timothy Simon.
508-867-9810 (timothyssimon@icloud.com)