



**Zoning Board of Appeals**  
39 South Street  
Hinsdale, MA 01235  
[zba@hinsdalema.gov](mailto:zba@hinsdalema.gov)  
413-655-2300 x359

# Town of Hinsdale

## Instructions for a Special Permit or Variance

1. Submit a completed application and three copies. The completed application should include:
  - a. A plot plan that is drawn to scale.
  - b. Elevations, drawings etc.
  - c. A \$50.00 check made payable to the Town of Hinsdale for a certified list of abutters from the Board of Assessors.
  - d. A \$250.00 check made payable to the Town of Hinsdale for the application fee.
  - e. There will be additional charge of \$7.00 per certified letter notifying each abutter of the Zoning Board of Appeals meeting. This check will be payable to U.S. Postmaster
  - f. There will be another check made out to U. S. Postmaster for \$.55 per abutter notifying them of the Zoning Board of Appeals decision.
  - g. Zoning Board of Appeals Clerk will notify the applicant the number of abutters that are being notified and contact you with the amounts of the postage checks.
2. Please mail the four copies to the Zoning Board of Appeals 39 South Street, Hinsdale, MA 01235 or they can be left in the Zoning Board of Appeals mailbox at the Town Hall.
3. The public hearing will be posted in the Berkshire Eagle for two weeks before the hearing.
4. There is a 20-day appeals period after the public hearing. After this period the applicant can pick up a certified copy of the decision at the Town Clerk's office.
5. The decision must be registered at the Registry of Deeds.
6. Please contact Terry Douglas ZBA clerk after dropping off at the Town Hall or mailing in the application.

Terry Douglas, Zoning Board of Appeals Clerk  
Home: 413-655-2121 Cell: 413-770-7478  
Town Hall 413-655-2300 ext 359  
Email: [zba@hinsdalema.gov](mailto:zba@hinsdalema.gov)



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## Town of Hinsdale

To: The Zoning Board of Appeals

From:

Date: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned hereby petitions the Zoning Board of Appeals for a:

Variance

☐

Special Permit

☐

from the terms of the Zoning Bylaw(s) of the Town of Hinsdale, at the following premises:

\_\_\_\_\_

\_\_\_\_\_

In the following respect:

\_\_\_\_\_

\_\_\_\_\_

Or any limitations, extension, change, alteration or modification of use, or method of use may at hearing appear as necessary or proper in the premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please attach appropriate plans, specifications, and other relevant supporting materials.\*\***