



Chelmsford Board of Appeals
Town Offices
50 Billerica Road
Chelmsford, MA 01824
Phone: 978-250-5231

INFORMATION SHEET FOR BOARD OF APPEALS APPLICANTS

1. Applicants, or their representative, must attend the Board of Appeals meeting at which their application is discussed. A presentation is made to the Board describing the project. Board members may have questions or concerns regarding your project. These will be discussed with you during the public hearing.
2. Abutters within 300 feet of your property are notified by mail of the public hearing on your project. Abutters are entitled to submit their comments in writing or attend the hearing to express their opinions in person. Abutter comments, whether in favor or in opposition to your project, are carefully considered by the Board of Appeals during the decision making process.
3. Once all testimony has been heard, the Board will vote on your application. Four affirmative votes are required to grant an approval. One of three actions will take place: granted, denied or continued. If approved or denied, you will receive a written Decision from the Board of Appeals Office within 14 days of the date of the meeting at which you were heard. This Decision is a legal document. It may contain certain conditions that were voted by the Board and that you must follow in building your project.
4. If your application is continued, you will be scheduled to appear at the next regularly scheduled meeting of the Board of Appeals. Most continuations are the result of the Board requesting additional information from the applicant such as revised plans. If continued, you will be instructed by the Board on your next steps. Denials or continuations are relatively rare, but do occur.
5. Please be aware that there is a 20-day appeal period from the date of issuance of your Decision (the day it is clocked in at the Town Clerk's office by the Board of Appeals staff). This means that you are required to wait until those 20 days have passed before you can apply for a Building Permit from the Building Department. An Instruction Sheet will be attached to your Decision which explains in detail these procedures and requirements.
6. Decisions must be recorded at the Middlesex North Registry of Deeds, located at 360 Gorham Street in Lowell. The cost to record is \$75.00 per document and is the applicant's expense. Further details on this process are found in the Instruction Sheet. (If your project is denied, there is no need to record at the Registry). **Please Note:** Under no circumstances will a Building Permit be issued until your Decision has been recorded and copies provided to the Building Department and to the Board of Appeals Office.