

COMPREHENSIVE PERMIT APPLICATIONS DIRECTIONS ON HOW TO SUBMIT AN APPLICATION

All forms may be found on the Town web site hamiltonma.gov .

You will find a Comprehensive Permit Application and Checklist on the Zoning Board of Appeals page.

The Comprehensive Permit Checklist will give detailed information as to what will need to be included with an application. You can include a copy of the project eligibility letter with the application paperwork.

Please complete & submit the application with the application fee to the Building Department.

It is important that you also submit the completed newspaper application for the publication of the Public Hearing Notice with the Application and ensure that payment is set with the newspaper:

- The Salem Evening News: The SEN is published on a daily basis which allows for the Zoning Board of Appeals Application to be submitted closer to the scheduled date of the Public Hearing. The fees are higher and payment arrangements need to be made between the applicant and the newspaper prior to submitting the Application to the Town. To use the Salem Evening News to publish the Public Hearing Notices the Zoning Board of Appeals Application along with the Newspaper Form should be submitted less than 30 days prior but no less than a minimum 21 days prior to the Public Hearing Date
- The Tri-Town Transcript: The TTT is published on a weekly basis. Payment arrangements do not need to be made prior to submitting the Zoning Board of Appeals Application to the Town. A Zoning Board of Appeals Application where the Applicant chooses to use the TTT to have the Public Hearing Notice published should be submitted a minimum of 35 days prior to the scheduled date of the Public Hearing.

The Zoning Board of Appeals typically meets once a month on the first Wednesday of the month.

To obtain a List of Abutters you should contact the Assessor's Office.

The Building Department will gladly answer any questions regarding the required paperwork.