

IF NO VARIANCE IS REQUIRED:

A. Submit your plans to the Nashoba Associated Boards of Health (NABH, our agents, phone 1-800-427-9762) for review. Plans must be approved by NABH before a permit will be issued by the Board.

B. Approval from the Ashby Conservation Commission of any wetlands delineation on the plan, or indication that no relevant wetlands are present in the work areas, must be presented to the Board before a permit will be granted by the Board.

Generally, acceptance of the wetlands line or indication that no wetlands are present will be indicated by notation and signature on the plan (blueprint) by a member of the Conservation Commission during a site inspection, which should be arranged by the applicant or their consultant.

If the Conservation Commission determines that a negative Determination of Applicability applies, the negative Determination signed by the Conservation Commission must be submitted to the Board before a Permit will be granted. If a Notice of Intent is required by the Conservation Commission, then the resulting Order of Conditions issued by the Conservation Commission must be properly registered with the Registry of Deeds before a permit will be issued.

C. Documentation from the Tax Collector indicating that no taxes are due on the property must be presented before a permit will be issued.

D. If the plan is found by NABH to be in compliance with Title 5 and the local regulations, and the tax and wetlands issues are in compliance, the permit can be signed and issued by the Board.

****IT IS RECOMMENDED THAT YOU ATTEND THE MEETING OF THE BOARD TO PICK UP YOUR PERMIT AND ADDRESS ANY QUESTIONS THAT MIGHT ARISE****

IF A VARIANCE WOULD BE REQUIRED FOR THE PROPOSED PLAN

A. Submit your plans to the Nashoba Associated Boards of Health (NABH, our agents, phone 1-800-427-9762) for review. Plans must be approved by NABH before a permit will be issued by the Board.

B. Variances are considered by the Board in hearings, which are generally conducted during normal meetings of the Board. All paperwork must be submitted to NABH prior to receiving a hearing date and time. The necessary paperwork shall include:

a) a copy of the plan which has been reviewed and approved by NABH.

- b) a letter requesting the variance(s) which states, for each variance requested, regulation to be varied, the nature of the variance, the reason the variance is needed, and how the same level of environmental protection will be afforded if the variance is granted as if the regulation were enforced without variance.
- c) approval by the Ashby Conservation Commission of any wetlands delineations on the plan, as explained in 1.B. above.
- d) a note from the Tax Collector indicating that no taxes are due on the property.

C. If all of the required documentation has been presented, the variance hearing will be scheduled, generally for the subsequent meeting of the Board.

D. When the variance hearing has been scheduled, it is the responsibility of the applicant to notify the abutters at least ten (10) days prior to the hearing, by certified mail with return receipt requested, of the purpose, location, date, and time of the hearing. The return receipts must be presented to the Board at the hearing.

E. AT THE HEARING

- a) The applicant/representative will present the request and plan.
- b) If the Conservation Commission determines that a negative Determination of Applicability applies, the negative Determination signed by the Conservation Commission must be submitted to the Board before a Permit will be granted. If a Notice of Intent is required by the Conservation Commission, then the resulting Order of Conditions issued by the Conservation Commission must be properly registered with the Registry of Deeds before a permit will be issued.
- c) The applicant/representative will present Post Office return receipts from the abutters.

F. AT THE CONCLUSION OF THE HEARING

The Board will vote on the variance request.

If a variance is granted then a variance form will be issued and a permit may be signed and issued when any permit fees that are due have been paid. (Payment by check is required.)