

## How to apply for a hearing before the Board of Health

The Board of Health holds a public meeting once per month. In order for a variance or hearing to be placed on the agenda, the engineer or representative must have a preliminary project review meeting with the Health Director. It is hoped that this process will eliminate the need for continuances at meetings due to design omission or incomplete submittals. This meeting can be scheduled by calling our office at 508-430-7509 and in general occurs the Monday prior to the filing deadline.

Required Documents for the Director's Meeting:

1. Draft letter to the Board of Health  
Letter should outline what you are requesting and why.  
If you are requesting that previous orders of conditions be modified, attach the previous conditions.
2. Floor plans – entire house (basement, first floor, second floor).  
Include both existing and proposed if applicable.
3. Site plan  
Plan should include the location of the septic system, existing house and any proposed additions/alterations.
4. Draft letter to abutters notifying them of the hearing date/location/time and what you are requesting of the Board (legal requirement is to notify all abutters by **certified mail** at least ten days before the hearing meeting)  
You must request the abutters list from the Assessors Office, which may take a couple days and a fee is charged.

Based on discussions with the Director, materials shall be submitted before the close of business on the filing deadline day:

1. \$125 filing fee.
2. 8 packets of: Final letter to the Board, existing variance letter (if applicable), floor plans proposed/existing, site plan, letter to abutters (bring green cards to meeting).