

**ATTENTION ZBA APPLICANTS:**

Please following these rules when planning to submit an application to the Zoning Board of Appeals:

Due to covid-19 and the inability to allow anyone in the building at this time, certain procedural changes will be required for the immediate future.

First, when assembling all materials (in accordance with the instructions attached to the application) please check in with Laura Barbera, Administrator, to ensure plans are adequate. This can be done in two ways, send email to [lbarbera@tisburyma.gov](mailto:lbarbera@tisburyma.gov) to explain what is being requested in the application and discuss how to proceed or call 508 696 4260 and speak to me, but I prefer email.

You can make an appointment at that time, or preferably pdf the documents directly to me. This allows me to review remotely and give you a quicker answer. It is imperative that the instructions be followed to avoid confusion and remember, a site plan will be required and it must be current, have all changes proposed with setbacks and a stamp by an engineer or surveyor. **YOU MAY NOT MAKE THESE CHANGES YOURSELF.**

If and when we both feel you are ready to file, make three packets of all materials including application and submit them to the Town Clerk in the town hall on Spring Street who will accept your filing fee and provide a case number. One set stays with the clerk and the other two sets can be dropped off here at the annex, all of which can be left on the table in the lobby.

Do not just drop off random materials here at the annex. I will not bring the filings to the clerk for you and processing will be delayed since I cannot process without you paying the clerk and receiving a case number.

It is imperative that you speak to or email me prior to filing anything. Thank you for your continued cooperation.