

WILMINGTON BOARD OF APPEALS

APPLICATION PROCESS

1. Submit your application form and supporting documentation, before 4:30 p.m., for review on the deadline day.
2. **Submit the Following:**
 - ❖ One Original application package (includes application and all supporting documents).
 - ❖ Ten (10) additional application packages** (copies O.K.) See Below
 - ❖ Original Copy of the Abutters List, Certified by the Assessor (This takes time - DO THIS FIRST.) DO NOT MAKE 10 COPIES OF THE ABUTTERS LIST.
 - ❖ Supporting Documentation, see below - sample packages
 - ❖ Two checks:
 - \$100.00 payable to the Town of Wilmington
 - \$40.00 payable to the Town Crier.

**SAMPLE PACKAGES

Special Permit:

Completed Application Form
Certified Plot Plan, *if applicable*, Show all Dimensions, existing and proposed
Supporting Documentation - Any addition or alteration must have elevation drawings - front, side and rear and floor plan **to scale**, showing existing and proposed conditions.

Variance:

Completed Application Form - Hardship - Required on all applications for variance
- Explain and submit documentation of hardship.
Certified Plot Plan - Show all Dimensions - existing and proposed
Supporting Documentation - Any addition or alteration must have elevation drawings - front, side and rear and floor plan **to scale**, showing existing and proposed.

A VARIANCE will lapse one year after the date of the decision unless the variance rights have been exercised.

A SPECIAL PERMIT will lapse two years from the date of decision if substantial use has not commenced.

ALL PLOT PLANS MUST BE CERTIFIED - ALL PLANS MUST BE TO SCALE