



TOWN OF WILMINGTON BOARD OF APPEALS PROCESS

**APPLICATION FORM & SUPPORTING DOCUMENTATION NEEDS TO
BE SUBMITTED FOR REVIEW NO LATER THAN 4:30PM ON THE
DEADLINE DAY.**

WE WILL NEED THE FOLLOWING:

1. ORIGINAL APPLICATION PACKAGE (*SEE BELOW*)
2. ORIGINAL COPY OF THE ABUTTERS LIST, CERTIFIED BY THE ASSESSOR. **WE SUGGEST STARTING HERE**

*** COMMERCIAL PROPERTIES MUST PROVIDE AN ADDITIONAL
ELECTRONIC VERSION IN PDF FORMAT IF PLANS ARE LARGER THAN
11X17.**

3. 2 CHECKS:

\$100 PAYABLE TO THE TOWN OF WILMINGTON.

\$100 PAYABLE TO THE TOWN CRIER.

SAMPLE PACKAGES

Special Permit: - Completed Application Form.

- Certified Plot Plan, *if applicable*, existing & proposed with dimensions.

- Supporting documentation: any addition/alteration must have elevation drawings for front, side, and rear as well as a floor plan to scale with existing & proposed conditions. **Residential plans no larger than 11x17**

Special Permit will lapse 2 years from the decision if substantial use is not commenced

Variance: - Completed Application Form.

*** Hardship is required on all variance applications with explain & documentation submitted***

- Certified plot plan- Show all dimensions- existing and proposed.

- Supporting documentation: any addition/alteration must have elevation drawings for front, side, and rear as well as a floor plan to scale with existing & proposed conditions.

Residential plans no larger than 11x17

***A variance will lapse 1 year after the decision unless the variance rights have been exercised. ***

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