

# WILMINGTON BOARD OF APPEALS

## APPLICATION PROCESS

1. Submit your application form and supporting documentation for review no later than 4:30 p.m. on the deadline day.
2. **Submit the Following:**
  - ❖ One Original application package (includes application and all supporting documents).\*
  - ❖ \*Commercial Properties must provide an additional electronic version in PDF format.
  - ❖ Original Copy of the Abutters List, Certified by the Assessor (This takes time - DO THIS FIRST.)
  - ❖ 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.

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#### 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**