

## **Town of Russell**

### **Zoning Board of Appeals**

#### **Zoning Hearing Application Procedures**

1. Obtain an application from the Town Clerk or from the Town Forms rack in the hallway of the Town Hall. The Town Clerk (Virginia Hardie) has office hours on Tuesdays (4:30-6:30 pm) and Fridays (4:00-6:00pm).
2. Obtain a list of abutters from the Clerk of Assessors (Wendy Thompson) at 862-6203. It is the responsibility of the zoning hearing applicant to supply addresses of all abutters along with the application for a Special Permit or Variance. Anyone whose property borders the property in question either directly or diagonally or lies within 300 feet of the property in question is considered an abutter.
3. Submit application for a Special Permit or Variance, list of abutters with addresses, and a \$100 fee to the Town Clerk. The fee is to be paid by check made payable to the Town of Russell. If there are more than 6 abutters, please include an additional \$4.50 for each abutter beyond 6. This fee is to cover legal advertising and certified mail postage costs.
4. If there are any further questions, contact the Zoning Board Secretary, Ron Merritt, at 862-4479.

#### **Special Permit Time Limits**

Hearing within 65 days of filing  
Decision within 90 days of hearing

#### **Variance Time Limits**

Hearing within 65 days of filing  
Decision within 100 days of filing