**Town of Russell**

**Zoning Board of Appeals**

**Hearing Application Procedures**

1. Obtain an application from the Zoning Board of Appeal webpage on the Town website, the Town Clerk or from the Town Forms rack in the hallway of the Town Hall. The Town Clerk office hours are on Wednesday and Friday afternoons from 5:30 to 7:30.
2. Obtain a list of abutters to the property for whom the applicate is applying for a Variance or Special Permit from the Clerk of Assessors, who can be contacted at 862-6203. The hours for the Assessors office are Monday, Wednesday, Thursday and Friday, 9 to Noon. The list should have the names and addresses of all the abutter. An abutter is any property owner who owns property bordering the property in question, either directly or diagonally lying within 300 feet of the property in question. This measurement includes any property across a road or highway as well as any property that may be in a neighboring town. The distance is measured from the property line out.
3. Submit the application, list of abutters with addresses, and a $100 fee to the Town Clerk. The fee is to be paid by check and payable to the Town of Russell. If there are more than 6 abutters, 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 questions, contact the Zoning Board of Appeals

**Variance Timelines**

Hearing within 65 days of filing application

Decision within 90 days of Hearing closure

**Special Permit Timelines**

Hearing within 65 days of filing application

Decision within 100 days of Hearing closure