

ZONING BOARD OF APPEALS

PROCEDURE TO BE FOLLOWED UPON RECEIPT OF FAVORABLE DECISION ON PETITION

1. Within 2 weeks after your hearing, a record of the Board's Decision will be written and filed with the Town Clerk. A copy of the written Decision will be sent to the applicant at the time of its filing with the Clerk. Other interested parties may be sent a copy of the Decision.
2. No Variance or Special Permit shall take effect until a period of 20 days has elapsed from the date of the filing of the Board's written Decision with the Town Clerk: This is the Appeals Period during which time any person with an interest who is aggrieved by the Decision may appeal to the appropriate Court, notifying the Town Clerk of the action.
3. If no appeals are filed during this period, on the twenty-first day after the filing of the Decision, the Town Clerk will attest to the same by certifying the written decision. The ZBA office will send the certified document with original signatures to the applicant by certified mail, or the applicant may request to pick up the document from the office.
4. The Certified Decision must be taken to the Dukes County Registry of Deeds to be recorded, and the recording fee must be paid. The submittal will be stamped and dated. Copies of said stamped items must be given to the ZBA office and the Building & Zoning Inspector who may then proceed with that office's permitting process.

NOTE WELL: After the expiration of the 20 day appeal period and if no appeal has been filed, the applicants may proceed with applying to the appropriate Town of West Tisbury Officers and Boards for any other development permits which may be required.

A Special Permit shall lapse in 2 years if not utilized. A Variance shall lapse in one year if not utilized.

The Building and Zoning Inspector and the Zoning Board of Appeals must approve any substantive or material changes made to the approved plans or made to a structure during actual construction and/or to a use. Please consult with the Inspector regarding change. Failure to do so may nullify your permit and may require removal of the unapproved construction.

THANK YOU FROM WEST TISBURY ZBA.