



TOWN OF TEWKSBURY

HEALTH DEPARTMENT
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CHECKLIST FOR BOARD OF HEALTH APPLICANTS

2.5.1 An applicant shall submit a written variance request to the Health Department, either in hand or by certified mail. A proper submittal shall include, but may not be limited to the following:

Step 1

- a) Nine (9) copies of a properly completed and signed application on a form supplied by the Health Department. All material must be sorted into nine (9) individual packets.
- b) If the owner is not the applicant, the application shall be submitted with a notarized affidavit, signed by the owner or owners, authorizing the application. Any person may appear in his or her behalf or be represented by an agent or attorney-in-fact who may (but need not) be an attorney-at-law. If the representative of the owner or the applicant is not a licensed attorney-at-law, then a letter from the owner and/or applicant shall be filed authorizing the representative to act in behalf of the owner and/or applicant.
- c) Nine (9) copies of the Health Department's Determination Letter, if appropriate or copies of the letter indicating refusal of an appropriate permit from the Health Agent(s).
- d) Nine (9) sets of a plot plan, within six (6) months from date of a submission, with surveyor's or engineer's original seal, showing premises affected, and other details (i.e. other structures, septic systems, wells, external grease tanks, and any other proposed items), if it is deemed a requirement of the Director. The locus should be clearly identified (i.e. assessor's map indicating map and lot numbers), if applicable.
- e) Nine (9) copies of the Owner(s) Quitclaim Deed or Land Court Certificate
- f) Nine (9) copies of a Certified Abutters List from the Assessor's Office, which shall be dated within sixty (60) days of submission, when required.
A variance of an operational function, within a facility, does not require notification of the abutters.
- g) Nine (9) copies of a brief statement of details, including other documentation, supporting the petitioner's request.
- h) Nine (9) copies of any pertinent information deemed necessary by the Director.
- i) Appropriate fees paid, including the Geographic Information Systems (GIS) surcharge.

Step 2

Application packages shall be submitted to the Health Department at least three (3) weeks prior to the hearing date.

Step 3

The Health Department shall establish the hearing date after proper submission of application.

CHECKLIST FOR BOARD OF HEALTH APPLICANTS (continued)

Step 4

The applicant shall transmit and pay for legal notice, which shall be given by publication in a newspaper of general circulation in the Town for two (2) consecutive weeks. The first publication shall not be less than fourteen (14) days before the day of the hearing.

Step 5

The applicant shall notify all abutters by Certified Mail, Return Receipt Requested, at the applicant's expense, at least ten (10) days before such hearing. Notification shall include a description of the variance the applicant is seeking, reasons therefore, and also the date, time and place for the scheduled hearing. Step 5 is exempt from an operation variance request.

Step 6

Certified mail slips, stamped by the Post Office, shall be provided to the Health Department office seven (7) days prior to the scheduled hearing with a copy of the notification to abutters.

Step 7

The Post Return Receipt cards (green cards) shall be addressed to the Health Department and will become a record and part of the applicant's file.

2.5.2 An applicant that is applying for an operational variance shall submit a written variance request to the Health Department, either in hand or by certified mail. A proper submittal shall include, but may not be limited to the following:

Step 1

- a)** Nine (9) copies of a properly completed and signed application on a form supplied by the Health Department. All material must be sorted into nine (9) individual packets.
- b)** Nine (9) copies of the Health Department's Determination Letter, if appropriate or copies of the letter indicating refusal of an appropriate permit from the Health Agent(s).
- c)** Nine (9) copies of a brief statement of details, including other documentation, supporting the petitioner's request.
- d)** Nine (9) copies of a floor plan are required when appropriate.
- e)** Nine (9) copies of any pertinent information deemed necessary by the Director.
- f)** Appropriate fees paid, including the Geographic Information Systems (GIS) surcharge.
- g)** See Section 2.5.1 steps 2 through 7 to complete the application process