

**Town of Winthrop  
Building Department  
100 Kennedy Drive  
Winthrop, MA 02152  
617-846-1341**

**Board of Appeals Application Check List**

The following items need to be filed with the **Town Clerk's Office** by 4:00 p.m. on or before the monthly deadline. You may find the yearly calendar for dates of filing deadlines and meetings on line at [www.town.winthrop.ma.us](http://www.town.winthrop.ma.us) – Boards & Commissions – Board of Appeals – Yearly Meeting Calendar **OR** check the Posted Notices at Town Hall.

**10 complete sets of the following must be bound or clipped together:**  
(Less than 10 will not be accepted)

- |   |               |
|---|---------------|
|   | Check<br>List |
| <b>1) Completed Application</b>   | _____         |
| <b>2) Denial Letter from the Building Commissioner</b>  | _____         |
| <b>3) Certified Plot Plan with Locus and<br/>Table of Dimensional Requirements<br/>Preferred maximum size of 11"x17"<br/>(Prepared and stamped by a Civil Engineer)</b> | _____         |
| <b>4) Copy of Deed with book and page number</b>  | _____         |
| <b>5) Blue Prints (if applicable) – size – 11"x17"<br/>(or Floor plan defining rental space if for B &amp; B)</b>   | _____         |

Also you must include:

**2 sets of Abutter's labels**  
(Obtained by separate application submitted to the Assessor's Office – Cost \$10) \_\_\_\_\_

**Fees:**

- \$375** – Filing Fee – Payable to the: **Town of Winthrop**
- \$100** – Legal Notice Publication Fee – Payable to the: **Winthrop Sun Transcript**
- \$100** - Bed & Breakfast Application Fee (if applicable) – Payable to the: **Town of Winthrop**

The Building Commissioner must review and approve all applications for completion and provide a letter of denial prior to filing with the Town Clerk's Office, Town Hall, One Metcalf Square, Room 5, Winthrop, MA 02152. An appointment may be necessary, please call 617-846-1341 to schedule.

You may provide photograph and other documentation (Exhibits) after the deadline but prior to the hearing to assist the BOA in making its decision.