



**TOWN OF WINTHROP
BOARD OF APPEALS
Town Hall
1 Metcalf Square
Winthrop, Massachusetts 02152**

Darren Baird, Chairman

Irene Dwyer, Member

Fred Gutierrez, Member

Thomas Chiudina, Associate
Member

Jason Wright, Associate
Member

Marcus Cantu, Associate
Member

Joanne M. DeMato, Recording
Clerk/ Secretary

Memo To: New Board of Appeals Hearing Applicants

From: Joanne M. DeMato, Clerk

RE: Newspaper Posting for Legal Notices

In keeping with the same procedures of the Licensing Board and the Planning Board all applicants for a hearing before the Zoning Board of Appeals will be responsible for creating and submitting their own Legal Notice to the Winthrop Sun Transcript. The template to do so is attached and submission should be sent to Ellen Bertino via email at: ebertino@eastietimes.com and to me at: jdemato@town.winthrop.ma.us.

You will also be responsible for notifying the abutters using the labels that you will purchase from the Assessor's office. You may use the same legal notice to send to them for the abutters mailing.

This is a way to ensure that your legal notice posting will be submitted according to the deadline. Please keep in mind that the legal notice must be posted for two consecutive weeks after the submission deadline and before the date of the hearing. The deadline to send a copy of your submission to the newspaper for posting is by 4:00 p.m. on or before the day of the deadline.

If you have any questions, please call me at 617-846-1742 ex 3.

Thank you.



OFFICE OF THE BOARD OF APPEALS
Town Hall, 1 Metcalf Square, Winthrop, Massachusetts 02152
Telephone: (617) 846-1742 ex. 3 - Fax: (617) 539-0812

MEMORANDUM

To: Abutters and Interested Parties
From: Winthrop Board of Appeals
Subject: INSERT ADDRESS*
Winthrop, Massachusetts 02152
Board of Appeals Case No. #INSERT CASE NUMBER*
Date: INSERT DATE*

Notice is hereby given in accordance with Chapter 40A of the Massachusetts General Laws and Chapter 17 of the Code of the Town of Winthrop that the Winthrop Board of Appeals will conduct a public hearing on **Thursday, INSERT MEETING DATE***, at or after **7:00 p.m.** in the Joseph Harvey Hearing Room, Town Hall, One Metcalf Square, Winthrop, Massachusetts, 02152, upon the application of **INSERT NAME OF APPLICANT*** owner of the property located at **INSERT ADDRESS***, Winthrop, MA 02152.

INSERT PARAGRAPH FROM BUILDING INSPECTOR'S LETTER GIVING REASON OF WHAT APPLICANT IS REQUESTING AND HIS DENIAL ACCORDING TO THE BYLAWS CHAPTERS.

The public is invited to attend and interested parties shall have an opportunity to be heard. Copies of the aforementioned application and plans are on file and available for inspection at the Office of the Town Clerk, Town Hall, Monday through Thursday during the normal business hours.

Darren Baird, Chairman
Joanne M. DeMato, Clerk
Winthrop Board of Appeals

INSERT DATE OF POSTING*
INSERT DATE OF POSTING*

Insert your information in places where it is in **BOLD PRINT*** then remove the parenthesis.



Legal Notice (#APPLICATION NUMBER*)

Notice is hereby given in accordance with Chapter 40A of the Massachusetts General Laws and Chapter 17 of the Code of the Town of Winthrop that the Winthrop Board of Appeals will conduct a public hearing on **Thursday, (MEETING DATE*)**, at or after **7:00 p.m.** in the Joseph Harvey Hearing Room, Town Hall, One Metcalf Square, Winthrop, Massachusetts, 02152, upon the application of **(NAME OF APPLICANT*)**, owner of the property located at, **(ADDRESS OF PROPERTY*)**, **Winthrop, MA 02152.**

(INSERT PARAGRAPH FROM BUILDING INSPECTOR'S DENIAL LETTER HERE GIVING THE REASON OF WHAT APPLICANT IS REQUESTING AND HIS DENIAL ACCORDING TO THE BYLAWS CHAPTERS *)

The public is invited to attend and interest parties shall have an opportunity to be heard. Copies of the aforementioned application and plans are on file and available for inspection at the Office of the Town Clerk, Town Hall, Monday through Thursday during the normal business hours.

Darren Baird, Chairman
Joanne M. DeMato, Clerk
Winthrop Board of Appeals

(FIRST DATE OF PRINTING IN NEWSPAPER*)
(SECOND DATE OF PRINTING IN NEWSPAPER*)