



TOWN OF WINTHROP

FILING FEES:

- \$375** Filing Fee –**Make Check Payable to the Town of Winthrop**
- \$25** Fee for Abutters Labels - **Make Check Payable to Town of Winthrop**
- \$120** Legal Notice Publication Fee – **Payable to Independent News**
- \$100** Bed & Breakfast Application Fee (*if applicable*)

BOARD OF APPEALS APPLICATION CHECK LIST

1 Metcalf Square, Winthrop, MA 02152
 [O] 617-846-1852 x 1013 | cmccormick@winthropma.gov
 Cheryl McCormick, Asst. Town Manager / Planning & Development

Name: _____

Business Name _____

Legal Representative (*if applicable*) _____

Property Address _____

Contact Phone (**required**) _____

Email (**required**) _____

The **following items** need to be filed with the **Town Clerk** at One Metcalf Square, by **4:00 PM** on or before the monthly deadline.

- Completed Application
- Denial Letter from the Building Commissioner
- One (**1**) copy of Certified Plot Plan with Locus and Table of Dimensional Requirements Preferred Maximum size of 11” x 17” (*Prepared and stamped by a Civil Engineer*)
- Copy of Deed with book and page number
- Blueprints (*if applicable*) size 11” x 17” (or Floor Plan defining rental space if for B&B)
- **\$375.00** Filing Fee (**Town of Winthrop**)
- **\$25.00** Abutters Labels Fee (**Town of Winthrop**)
- **\$120.00** Legal Publication Fee (**Independent News**)
- **\$100.00** Bed & Breakfast Application Fee (if applicable)

You may find the yearly calendar for dates of filing deadlines and meetings online at: <https://www.winthropma.gov/345/Board-of-Appeals> or check the Posted Notices at Town Hall.

**** The applicant is responsible for mailing legal notices to abutters and all costs associated with notification. ****

Please drop off your paperwork at: Town Clerk’s Office, One Metcalf Square, before the deadline. The paperwork will be reviewed, and we will contact you if there are any questions.