



**TOWN OF WINTHROP
BOARD OF APPEALS
Town Hall
1 Metcalf Square, Room 2A
Winthrop, Massachusetts 02152
617-846-1852**

**BED & BREAKFAST/TRANSIENT LODGING LICENSE PROCEDURE
CHECKLIST**

1. Arrange for site visit with Board of Health, Fire Department, and Building Department including Wire & Plumbing. Inspection fees determined by the Building Dept.
2. File **ONE (1) copy** of all materials (A-J) of Board of Appeals Special Permit Application with the BOA Clerk's Office – application **MUST** be collated:
 - a. Completed Application**
 - b. Letter from the Building Commissioner**
 - c. Certified Plot Plan with Locus and Table of Dimensional Requirements
Preferred size: 8"x 11"
(Prepared and stamped by a Civil Engineer)**
 - d. Copy of Deed with book and page number**
 - e. Blueprints (if applicable) – size – 8"x11"
(or Floor plan defining rental space if for B & B)**
 - f. Parking management plan to demonstrate sufficient parking.**
 - g. Written statements from the Treasurer/Collector clearing any tax encumbrance.**
 - h. Denial letter from the Building Department**
 - i. Photos of unit**
 - j. A full PDF of application and drawings emailed to the BOA Clerk**

3. Applicant will be required at time of filing to provide **ONE** of all materials defined in BOA App including:
 - a. 2 sets of Labels of Abutters (provided by the Assessor's Office) \$25
 - b. BOA Application Fee \$375 – made payable to Town of Winthrop- (Renewals are exempt)
 - c. Winthrop Transcript Advertisement Fee - \$120 – check made payable to:
Winthrop Sun Transcript
 - d. Bed & Breakfast Permit Fee of \$100 – check: made payable to Town of Winthrop

4. If Special Permit is granted, you must wait the standard time in case of appeal, as with any BOA Decision.

5. If no appeal is filed, visit the Town Clerk's Office for a Certified Copy of Decision – fee \$5.

6. Take the Certified Decision to the Suffolk County Registry of Deeds (24 New Chardon Street Boston, 02114) and have it recorded.

7. Take the recorded Certified Decision to Building Department to make arrangement to receive Occupancy Permit.

8. Take a recorded Certificate Decision to Clerk of the Board of Appeals to receive signed B & B License.



**Town of Winthrop
Zoning Board of Appeals
Bed & Breakfast License Application**

Proprietor's

Name: _____
First, Middle Initial, Last Name

Proprietor's Residential

Address: _____
Street Number and Address

City/Town, State and Zip Code

Telephone

Number: _____
Home: _____ Business: _____

Business

Name: _____

Business Address: _____ **WINTHROP, MA 02152**
Street Number and Address

I herein certify under penalty of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and have paid in full all state and local taxes, fees or other assessments due to the Commonwealth of Massachusetts or the Town of Winthrop.

SIGNED: _____ / _____
Signature of Individual Owner Signature of Co-Owner

TAX I.D.# _____ **DATE:** _____

WARNING:

- This license will not be issued unless the applicant signs this certification.
- Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency status will be subject to license suspension or revocation.

LICENSE GRANTED AND RELEASED:

DATE: _____

FEE: \$100.00

**IMPORTANT NOTICE:
THIS LICENSE EXPIRES
2 YEARS FROM THE DATE
GRANTED.**

DATE PAID: _____