

PDFs of Application Submissions:

Applicants must provide a full PDF of their application, with all required documents and drawings, on the application submission deadline. It is preferred that all construction drawings, floor plans, etc. are submitted as original PDFs. One paper copy of the full application is still required.

AirBNB/B &B/ Transient Lodging:

All AirBNB/Transient Lodging applications (both New and Renewals) must contain a signed B&B License Permit Inspection Report from the Winthrop Building Commissioner.

Other:

- If additional information, drawings, documents, etc. are requested of the applicant during the public hearing for the application, all new materials must be submitted to the Board of Appeals Clerk, via email, 7 calendar days prior to the hearing date that the application is continued to.
- Due to a high volume of submissions, the Board of Appeals reserves the right to limit the number of applications per hearing, regardless of submission date.
- Contact emails and phone numbers of applicants and any representation should be included within the application.
- If working with legal counsel, please include their mailing address and email address on the first page of the application.