

# Zoning Board of Appeals

## Online Permitting Application Instructions

If you are a new user, you will need to register as a new user and create an account. If you are a repeat user, enter your Username and Password.



**TOWN OF EASTON**  
 Zoning Board of Appeal  
 136 Elm Street  
 North Easton, MA 02356  
 Phone: 508-230-0630

Please use Firefox, Chrome or Internet Explorer 8, 9, 10 ( in Compatibility Mode) ,11 ( in Compatibility Mode).

### Zoning Board of Appeal

User Name:


Password:

[LOGIN](#)

New user? [Create your account](#)

Forget password? [Retrieve your password](#)

### Apply for a New Permit



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[APPLY FOR NEW PERMIT](#)
[Edit Profile](#) | [Change Password](#)

Enter information here to search for your previously submitted applications.


Application Date (mm/dd/yyyy)  To   
Please click into text box to enter date

Site address

A	App. #	App. Date	Site Address	Type of Permit	Chat	Status
+	38	2017-10-31	238 ELM STREET	Special Permit		Waiting for Comments Response

## To enter the type of application, the application address and contact information

Select the type of application, Street Name and Street Number using the drop down lists. Please note data must be entered into the fields marked with a red asterisk.



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**New Applicant Registration**

**\*\* Type of Application**

**\*\* Street Name**  **\*No Street Address/New Owner\***  
Page will refresh after selecting street name

**\*\* Street No.**   
Page will refresh after selecting street number

Division/Lot No./Unit No.

**OWNER**  
Name

**\*\* Address**

**\*\* City**

**\*\* State**

**\*\* Zip**

**APPLICANT**  
Name


**\*\* Telephone**  -  -

**\*\* E-mail**

Date Of Application

NOTE: \*\* Indicates Mandatory Field

## Then click Next to read a description of the Application Process.



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**TOWN OF EASTON  
ZONING BOARD OF APPEALS  
ADMINISTRATIVE APPEAL - APPLICATION PROCESS**

The Easton Zoning Board of Appeals (the "Board") shall have the power to hear and decide on an appeal take by any person aggrieved by reason of his inability to obtain a permit from any administrative official, or any person aggrieved by an order or decision of the Commissioner of Buildings or any other administrative official in violation of any provision of M.G.L. c. 40A from the terms of the Town of Easton Zoning By Law (the "By Law"). Please follow the below instructions when filing an application for an Administrative Appeal to the Board.

1. Complete an Administrative Appeal application through the "file new applications" link which can be located on the Town of Easton website on the Zoning Board of Appeals page. Pay the application fee and advertising fee as indicated.
2. An original counterpart of each application filed online, with all supporting documentation, shall also be filed with the Town Clerk and the Board office, accompanied by two (2) hard copies of the following: (a) a copy of the deed to the property and, if necessary, evidence that the Applicant has been authorized by the property owner to seek the requested relief, and (b) a certified abutters list as required by M.G.L. c. 40A and the By Law. Hard copies shall be submitted with print on one side of the paper only. An application is not deemed filed as required by M.G.L. c. 40A and the By Law until an original counterpart is filed with the Town Clerk and Board office as aforesaid.
3. In order to substantiate the grant of an Administrative Appeal, the Applicant must prove by providing a detailed written explanation, along with any support or documentation (including a certified plot plan) deemed necessary by the Board, that the Applicant has met the criteria set forth in M.G.L. c. 40A and the By Law.
4. It is the responsibility of the applicant to apply to the Board of Assessors, no later than the date of filing of the application with the Town Clerk, for a certified list of abutters for the subject parcel. Failure to apply for this list will preclude scheduling of a public hearing.

**Then click Next to see the Application form for the project.**

 **TOWN OF EASTON**  
Zoning Board of Appeals  
65 Elm Street  
North Easton, MA 02556  
Phone: 508-233-6833

**Administrative Appeal Application**  
(To be filed with the Town Clerk)  
(Accompanied by Two (2) copies of the Plot Plan and Two (2) copies of a Written Brief)

**Applicant Details:**

Applicant Name	Suzanne Megoley	Street Name	Elm		
Street Number	100	State	MA		
City/Town	Easton	Telephone	508-233-0501	Email	smegoley@easton.ma.us
Zip	02556				

**Location of Property:**

Lot Number	4	Street Name	ABBEY ROAD		
City/Town	EASTON	State	MA	Zip	02556

**Assessor's Map & Lot:** 76-150-  
[Return to Assessor's Map](#)

**Additional Property Details:**

Year of property recordation	Region	Book	Page
Applicant is:	<input type="radio"/> Owner <input type="radio"/> Tenant <input type="radio"/> Licensee <input type="radio"/> Prospective Purchaser <input type="radio"/> Representative		
Applicable Section of the Easton Zoning By-Law or M.G.A.	<a href="#">Click here to view Zoning By-Law</a>		

**Nature of Appeal:**

I certify that a list of abutters for the subject property has been obtained from the Assessor's Office.

File of denial by Building Inspector, Planning Board, Administrative Officer: 11/26/2017

I hereby request a hearing before the Permit Granting Authority with reference to the above Application.

**Authorization:**

I am the  Owner  Tenant  Licensee  Prospective Purchaser  Representative

LOOMS ERIC and LAUREN (as Property Owner of the subject property hereby authorized Suzanne Megoley) to act on my behalf, in all matters relative to work authorized by this permit application.

Owner Email: OR  Copy of signed Contract to be attached after submitting application. Date: 11/26/2017

**DECLARATION**

Suzanne Megoley as Property Owner, Tenant, Licensee, Prospective Purchaser, Representative hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.

By signing your name, file and telephone below, and clicking on the certification box, you are submitting an electronic signature for this application.

Signature	Title	Telephone	Date

I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

When all of the required items have been entered, the application can be submitted.

**To submit the application, click Submit at the bottom of the page.**

In the Application Details box (on the right) there is a link to pay the fee online.

**Click Pay Application Fee.**

**Pay Application Fee**

<b>Town Specified Fee Amount (\$) : 569</b>	
<b>Amount (\$)</b>	<b>Paid Date</b>
569	
<input type="button" value="Pay Application Fee"/>	

You will be prompted to submit payment online through the link with Unipay Gold.

After you have submitted your payment, click the Exit button, you will be brought back to the Home page and will see your submitted application.

**To submit supporting documents electronically, the documents must be a .pdf.**

**Select the box for Site Plan, Applicant Letter/Brief or Abutters List to upload each document.**

Other Supporting Attachments – Click to Upload	
<input type="checkbox"/> Site Plan(s)	<input type="checkbox"/> Applicant Letter/Brief
<input type="checkbox"/> Other Info	<input type="checkbox"/> Public Hearing Record
<input type="checkbox"/> Abutters List	

At the bottom of the submitted application form it states: Print, Edit, Exit.

**To print your application, click Print.**

You can return to this application at any time to edit what you submitted, view attachments uploaded by the ZBA office or submit fees.

**To find the applicable section of the Zoning Bylaw, use the link provided in the application**

**Click here to view Zoning Bylaw: Easton Code Book Chapter 235: Zoning**

Book 202	Page 198
<input checked="" type="radio"/> Owner <input type="radio"/> Tenant <input type="radio"/> Licensee <input type="radio"/> Prospective Purchaser <input type="radio"/> Represen	
section 235-8	<a href="#">Click here to view Zoning By-Law</a>
to construct a new house	

**To end your Permiteyes session**

Select the Log Out link (X) at the top right corner.

**For assistance with the online permitting process, contact Suzanne Niego-Levy, Clerk  
Office of the Zoning Board of Appeals: (508) 230-0591 or by email: [sniegolevy@easton.ma.us](mailto:sniegolevy@easton.ma.us).**