

**City of Worcester, Massachusetts**  
**Zoning Board of Appeals**

Joseph Wanat,  
*Chair*



Andrew Freilich, *Vice Chair*  
Jordan Berg Powers  
George Cortes  
Robert Haddon, *Alternate Member*  
Russell Karlstad, *Alternate Member*

**Memorandum**

**To: Zoning Board of Appeals' Applicants**

**From:** Joseph Wanat, Chair – Worcester Zoning Board of Appeals  
Stephen Rolle, P.E., Assistant Chief Development Officer –  
Planning & Regulatory Services Division

**Date:** January 22, 2020; Policy Adopted by the Board on February 3, 2020

**Re: Zoning Board of Appeals' Application Review Policies**

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In order to ensure a consistent and predictable work flow, the Worcester Zoning Board of Appeals' and Planning & Regulatory Services Division wish to make applicants aware of the following policies and procedures associated with review of materials submitted to the Zoning Board of Appeals':

1. Policy Concerning Completeness of Applications

Applicants are advised that missing application components or incomplete plans will delay the review and approval process.

- Applicants should submit only full and complete application packages consisting of all items identified in the application checklist.
- Any request to deviate from an application requirement(s) should accompany the application in writing. Staff may offer advice to the applicant with regard to the appropriateness of an application requirement waiver request, but ultimately the Board may require any or all items listed on the application checklist.
- In cases where staff identify missing or insufficient application materials upon initial review of an application, the applicant may be advised that additional materials are required before the application will be advertised or scheduled for hearing.

2. Policy on Receiving and Reviewing Revisions to Application Materials

Applicants are advised to submit plan revisions and supplemental materials well in advance of scheduled meetings.

- DPRS will contact the applicant and/or their representative by email or phone approximately three (3) weeks prior to the scheduled meeting to discuss initial comments regarding application materials and the proposed project.
- Application materials and plan revisions received less than ten (10) calendar days prior to the scheduled meeting will not be reflected in staff review memorandum.
- Staff will not issue comments on application materials and plan revisions received less than seven (7) calendar days prior to the scheduled meeting. Staff and/or board review of such materials prior to the meeting is not ensured, and staff and/or the Board will recommend postponement or continuation in such cases.

### 3. Policy on Postponements/Continuation Requests

- Applicants are encouraged to submit postponement requests as early as possible, and in all cases no later than two days prior to the scheduled meeting.
- The Board will generally not approve more than one postponement request prior to requiring a hearing to be opened.
- The Board endeavors to act on applications in a timely manner and will generally approve no more than three (3) continuations for an application once the hearing has been opened, except in cases where the Board has specifically expressed its willingness to extend consideration of an item during the hearing.
- Applications that extend three (3) months or more beyond the initial hearing date will be asked to provide new legal notice, including to abutters, at the expense of the applicant.