

Items required to apply for a Variance

- **Building Inspector's Denial Letter** – This letter is provided by the Building Department when an application for a building permit is denied. Please contact the Building Department if you need a copy of your Denial Letter
- **Certified Plot Plan** - The certified plot plan must not be more than 6 months old. Please contact a Massachusetts licensed land surveyor or engineer to obtain a certified plot plan. (not required if applying for a sign variance)
- **Daily Times Signed Release Form** – This signed form authorizes the Daily Times Newspaper to bill you directly for the cost of publishing your legal notices. The form is located at the following web address: <https://www.burlington.org/DocumentCenter/View/9237/Times-Release-for-Web>
- **Variance Application** – The paper application can be found at the following web address: <https://www.burlington.org/DocumentCenter/View/9238/Variance-App-2022>
The application can also be filled out online via our online variance system.
- **Filing Fee** – Once your application has been reviewed, you will be prompted to pay the corresponding fee online. A filing fee of \$100.00 for applications for residential property, \$250.00 for Commercial property, and \$5,000.00 for Comprehensive Permits.
- **Administrative Fee for abutters list and mailing** – Calculated and Paid via online permitting system.
- **Legal Notice** – The notice needs to be advertised in the newspaper and sent to abutters; assistance with this is provided by the Board of Appeals Administrative Clerk

How to apply for a Variance:

- Navigate to the online variance system at the following address:
<https://burlingtonma.viewpointcloud.com/>
- Select “Town Clerk’s Office”
- On the next page click on the blue box that says “Select”
- On the following page click on the blue box that says “Apply online”
- Next you will either login utilizing your existing username and password, or if you are a new user of the system, then you will need to click on the “Sign up” tab and create an account.
- Once you are logged into the system, you will be able to complete your variance application, pay the fees associated with your application, and send and receive messages from our team as your application is processed. You will need to scan in and upload the various items listed above in Bold.

If you need assistance with the process please contact our Board of Appeals Clerk via email at appealsclerk@burlington.org