

Town of Dennis Health Department  
685 Route 134, P.O. Box 2060  
South Dennis, MA 02660



Monday – Friday – 8:30 a.m. to 4:30 p.m.  
Phone: 508-760-6158 • Fax: 508-394-6289  
www.town.dennis.ma.us

## CHECK LISTS FOR VARIANCE APPLICATIONS

### PUBLIC HEARING CHECK LIST:

The Board of Health hearings are held on the second Thursday of each month at 7:00 p.m., in the Hearing Room (basement level) of the Dennis Town Offices, 485 Main Street, South Dennis.

The following information shall be submitted 15 days prior to the scheduled hearing:

- Completed Application for Board of Health Variances (Check Public Hearing Box)
- Six (6) Site/Septic Plans
- Six (6) Floor Plans (marked existing & proposed layouts of all floor levels)
- Copy of Abutter Notice with the date, place and time of the hearing (notice to include description of requested variance). Applications shall be filed BEFORE notices to the abutters are mailed.
- List of Abutters Names and Mailing Addresses
  - Abutters to a property shall include all owners of property within a 50' radius of the subject property, exclusive of ways. Abutters shall be identified through a list obtained from the Dennis Board of Assessor's.
- Per Town of Dennis Regulation 16.B.3: All new or repaired septic systems in Environmentally Sensitive Areas, as defined in Regulation 9.3A, shall have Nitrogen Loading Calculations submitted with the application.
- Sign-Off from Dennis Conservation Commission and/or Order of Conditions for Property within 100' of Wetlands (see attached form). Final approval shall be obtained from the Conservation Commission BEFORE a variance application may be filed with the Board of Health.
- FILING FEE (Checks are payable to the TOWN OF DENNIS):

New Building Construction.....	\$110.00
Additions/Alterations to Existing Dwellings.....	\$110.00
Voluntary Upgrades.....	\$60.00
Failed System Upgrades.....	\$60.00

The Certified Mail Receipts shall be submitted to the Board of Health at the time of the hearing.

### IN-HOUSE VARIANCE APPROVAL CHECK LIST:

The following information shall be submitted for approval by the Health Department:

- Completed Application for Board of Health Variances (Check In-House Approval Box)
- Two (2) Site/Septic Plans
- One Copy of Floor Plan (marked existing & proposed layouts of all floors)
- Copy of Abutters Notice (notice to include description of requested variance). Applications shall be filed BEFORE notices to the abutters are mailed.
- List of Abutters Names and Mailing Addresses
  - Abutters to a property shall include all owners of property within a 50' radius of the subject property, exclusive of ways. Abutters shall be identified through a list obtained from the Dennis Board of Assessor's.
- Per Town of Dennis Regulation 16.B.3: All new or repaired septic systems in Environmentally Sensitive Areas, as defined in Regulation 9.3A, shall have Nitrogen Loading Calculations submitted with the application.
- Filing Fee (see above list)
- Certified Mail Receipts (green cards) shall be submitted prior to the issuance of the Certificate of Compliance

In accordance with Title 5, abutters must be notified at least 10 days prior to action by the Board of Health. The Health Department has 45 days to review the application, in accordance with M.G.L., Chapter 111. Written decisions will be sent to the applicant and a copy to the design engineer.