

The Commonwealth of Massachusetts
Town of Dennis Health Department
685 Route 134
South Dennis, MA 02660

Mon – Fri 8:30 a.m. to 4:30 p.m.

(508) 760-6158

healthdepartment@town.dennis.ma.us

Check List for Variance Applications

Filing Fees:

- New Building Construction.....\$130.00
- Additions/Alterations to Existing Dwellings..... \$130.00
- Voluntary Upgrades..... \$70.00
- Failed System Upgrades..... \$70.00

Board of Health Public Hearing Check List:

The following information shall be submitted by the filing deadline:

Six complete packets which include:

- One (1) Copy of Completed Application for Board of Health Variances (Check Public Hearing Box)
- One (1) Site/Septic Plan
- One (1) Floor Plan (Existing & Proposed of entire dwelling)
- One (1) Copy of Hearing Notice Sent to Abutters
- One (1) Copy of List of Abutters Names and Mailing Addresses (Abutters list must be obtained from the Assessor's Department)
- One (1) Copy of Nitrogen Loading Calculations - 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 (*required for all 16B variance applications*)
- One (1) Copy of Conservation Commission Sign Off form and, if applicable, Subsequent Documentation, per Town of Dennis Regulation 16.B
- Filing Fee (See Above)
- The Certified Mail Receipts (green post cards) must be submitted to the Board of Health at the time of the hearing

Board of Health hearings are held on the second Thursday of each month at 7:00 p.m., in the Nathan Stone Jr Hearing Room (basement level) of the Town of Dennis Offices, 685 Route 134, South Dennis.

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 Floor Plan (Existing & Proposed of entire dwelling)
- Copy of Notice Sent to Abutters
- List of Abutters Names and Mailing Addresses (Abutters list must be obtained from the Assessor's Department).
- One Nitrogen Loading Calculation - 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 (*required for all 16B variance applications*)
- One Conservation Commission Sign Off form and, if applicable, Subsequent Documentation, per Town of Dennis Regulation 16.B
- Filing Fee (See Above)
- Certified Mail Receipts (green post cards) shall be submitted prior to the issuance or signature of Permits.

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.

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