

## Variance Process

(please note that the time frames given regarding letter authoring are general, not guaranteed)

Depending on the type of Variance you have applied for, there may be a waiting period:

- **In-House Variances** – there is a 10 business day abutter notification period – generally, on the 11<sup>th</sup> business day following submission of a complete application, the application will be reviewed. If there are no issues with the plan/variance request, Variance paperwork will be authored (within a business day of review). This paperwork will be sent to the owner on file, via US mail. *If you wish to pick up Variance paperwork, please email the Health Department that you wish to do so within the 10 day abutter waiting period - [healthdepartment@town.dennis.ma.us](mailto:healthdepartment@town.dennis.ma.us)*
- **Board of Health Variances** – These Variances are approved, denied, or continued at the monthly Board of Health Meetings (2<sup>nd</sup> Thursday of each month). Variance paperwork is authored within 5-7 business days of the Board of Health meeting, and mailed to the owner on file. *If you wish to pick up Variance paperwork, please email the Health Department that you wish to do so prior to the date of the Board meeting – [healthdepartment@town.dennis.ma.us](mailto:healthdepartment@town.dennis.ma.us)*

Variance paperwork must be recorded at the Barnstable County Registry of Deeds- 3195 Route 6A, Barnstable Village (rear of the Superior Court House). They accept original signatures only, no copies permitted. Once the variance is recorded, please return a recorded copy to the Health Department (email/hand-delivery/mail). Once the variance is received, final review/signature of awaiting permits (septic, building) will occur, generally within 1-2 business days, pending the receipt of green cards from the abutter certified mailing.