



Town of Falmouth

ZONING BOARD OF APPEALS

59 TOWN HALL SQUARE, FALMOUTH, MASSACHUSETTS 02540
(508) 548-7611 - EXT. 460 OR 461 • FAX (508) 495-7463 OR (508) 457-2511

Enclosed is your copy of the decision of the Zoning Board of Appeals. Section 240-211 and 240-222 of the Code of Falmouth state:

“No variance or special permit, or any extension, modification or renewal thereof, shall take effect until a copy of the decision bearing the certification of the City or Town Clerk that 20 days has elapsed after the decision has been filed in the office of the City or Town Clerk and no appeal has been filed or that if such an appeal has been filed, that it has been dismissed or denied, and if it is a variance or special permit which has been approved by reason of the failure of the permit granting authority or special permit granting authority to act thereon within the time prescribed, a copy of the application for the special permit or petition for the variance accompanied by the certification of the City or Town Clerk stating the fact that the permit granting authority or special permit granting authority failed to act within the time prescribed and no appeal has been filed, and that the grant of the application or petition resulting from such failure to act has become final or that if an appeal has been filed, that it has been dismissed or denied, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record is recorded and noted on the owner's certificate of title.”

Once the decision has been filed with the Town Clerk’s office, there is a 20-day appeal period. If no appeal is filed, the applicant must obtain a “True Copy Attest” of the Board of Appeals decision and a “Certification of No Appeal” from the Town Clerk’s office in Town Hall.

These two documents must be filed in the Barnstable Registry of Deeds and the applicant shall obtain evidence of the recording.

The applicant must then provide the evidence of the recording to the Building Department and the Board of Appeals.