



Instructions:

**FOR New Animal Permits ONLY**

**All NEW applications require hearing before Board of Health (BOH)**

- 1<sup>st</sup>: Complete application....submit to Health office with the following:
  - \$30 fee
  - Plot plan obtained from Sharon DPW
  - Submitted plan drawn to scale including: size of entire lot with existing structures, as well as the proposed structures for use of intended domesticated animals, including fences, distances of animal housing and enclosures from all abutters.
  
- 2<sup>nd</sup>: Animal Inspector will schedule site inspection and plan review....then will report results to Health office. Animal Inspector will provide input to BOH during and/or prior to schedule public hearing.
  
- 3<sup>rd</sup>: Health office will contact applicant to schedule hearing before BOH
  
- 4<sup>th</sup>. Applicant needs to obtain certified abutters' list from Assessors office for BOH hearing.

[Need to send notices to abutters including date/time/place of hearing.....and reason for hearing. Abutters must be notified at least 10 days prior to hearing (not including Sundays)...by certified mail...return receipt requested. OR...if you prefer...you may hand deliver notices to abutters and obtain a signature confirming receipt of such notice from each abutter. Signatures or green receipt cards must be presented to Administrator at BOH hearing.]

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**In addition, in the case of a variance request for an animal permit:**

The application for a variance must be made in writing and shall state the specific variance requested and the reasons for the variance request. The letter shall contain all the information needed to assure the Board that, despite the issuance of a variance, the public health and environment will be protected.

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**Sample abutters' notice – notification of BOH hearing for animal permit**

Dear Neighbor:

I am in the process of submitting an application to the Sharon Board of Health to have animals (specify number and types of animals) on my property. As part of this process I am required to have a hearing before the Board of Health to discuss my application. This is a public meeting.....any interested parties are welcome to attend.

The hearing will be held on Monday evening, \_\_\_\_\_, at \_\_\_\_\_ P.M. at the Town Office Building – 90 South Main Street.

You're receiving this notice because you are an abutter to my property.

Please call me if you have any questions about this matter.

Sincerely,