

ZBA ONLINE PORTAL INSTRUCTIONS

ALL ZBA APPLICATIONS

1. Click on "Licenses & Permits" on the Town of Middleton homepage.
2. Click on "Online Permitting Portal"
3. Click on "Apply for a Permit" under "Board of Appeals/Planning Department"
4. If you are a new user, register by clicking "Register Now"
5. If you are already registered, enter your user name and password and click "Login"
6. Click on "Project Type" and choose "Zoning Board of Appeals Application"
7. Click on "Sub Type" and choose the appropriate type of permit application
8. Under "Project Description" enter address of project and current year
9. Enter address, parcel #, and property owner (or enter address # and first word of address name and click on "Find Address." The next information will self-populate if address is found in system.
10. Click on "Type of Use" and choose whether a Residential or Commercial application
11. Enter description of the project (or note if description is uploaded separate)
12. Enter under which section(s) of Zoning Bylaw relief is sought
13. Enter billing information
14. Enter owner authorization, if needed
15. Upload fully executed two-page ZBA application form
16. Upload Assessor Certified Abutter's List for property. It is the responsibility of the applicant to apply to the Board of Assessors for a certified list of abutters for the subject parcel. The Board of Assessors may take up to 10 days to provide a certified list of abutters. Applications will not be deemed complete without the required copies of the abutter's list.
17. Upload plans and other supporting documents. You may upload more than one document.
18. Click "Submit"
19. TO SAVE APPLICATION BEFORE OFFICIALLY SUBMITTING: Click "save for later", then "My Account" at top of page, then "My pending application".
20. TO VIEW COPY OF SUBMITTED APPLICATION: Click "My Account" at top of page, then "View my Requests".
21. Submittal will be complete when the applicant delivers the following number of collated copies of the executed ZBA application, including all plans and supporting documents, to the ZBA office (195 No. Main St.) along with the required payment:

Commercial and/or Multi-family Projects: Six (6) copies.

Residential Projects: Two (2) copies.

Once the Building Commissioner reviews the application and signs it, the ZBA office will bring it to be filed with the Town Clerk's office. A Town Clerk stamped copy of the application will be uploaded to the online portal by the ZBA office.