Administrative Appeal Submittal Requirements

Important Application Information

1. The address entered in the first section of the application under “Apply for a Permit” must be the **property subject to the appeal**.
2. The applicant should enter their **own personal property information** in the second section of the application under “Property Information”, which will include information submitted in the Property Owner Authorization form and the property deed.

ADMINISTRATIVE APPEAL SUBMITTAL CHECKLIST		
☒ = Required ☐ = At the request of the Zoning Board	**Admin Appeal**	**Filled Out by Applicant** Included?
Submission Forms		
Completed Submittal Checklist	☒	☐
Property Owner Authorization Form	☒	☐
Recorded Deed	☒	☐
Somerville Abutters List – *provided by Planning Division*	☒	☒
Neighboring Municipality Abutters List (within 300 ft) *– Abutters Lists must be provided in Excel (.xlsx) format*	☐	☐
Decision(s) or Determinations Being Appealed	☒	☐
Project Information		
Notice of Appeal (Narrative)	☒	☐
Any Other Supporting Documents Needed	☒	☐
Other		
Required Fees	☒	Online

Document Requirements

Format Standards

All documents must be submitted in PDF format unless otherwise specified.

Written materials must be 8.5”x11” portrait-oriented pages.

File Naming

Digital Files should be labeled as “StreetNameStreetNumber_Description_YYYY-MM-DD.pdf”. Do not use spaces or special characters. For example, “HighlandAve93_Narrative_2026-07-01.pdf”

If updates to one or more documents are required, the Applicant must clearly indicate what the final set of documents are, with an updated document label(s).