November 2026

Guidance for Post-Decision Steps (PB and ZBA)

After the Planning Board (PB) or Zoning Board of Appeals (ZBA) takes final action by voting, several steps must occur for the resulting approved permit to be valid.

Filing & Certification of Decision

The PB or ZBA will produce a written decision that is filed with the City Clerk within fourteen (14) days of the Board's vote.

Filing the decision with the City Clerk starts a 20 (calendar) day appeal period.

A physical copy of the Decision, certified by the City Clerk that no appeals were filed during the appeal period, may be picked up at the City Clerk's Office for filing at the Middlesex South Registry of Deeds at the end of the 20-day appeal period.

If an appeal is filed, the Decision is retained by the City Clerk until conclusion of the appeal.

The Registry of Deeds will not accept a decision that is not certified by the City Clerk.

The certified decision must be recorded with the Registry of Deeds to be valid.

A digital copy of the recorded decision is required for a Building Permit or Certificate of Occupancy.

City Clerk's Office City Hall, First Floor 93 Highland Avenue Somerville MA 02143	**Middlesex South Registry of Deeds** 208 Cambridge Street Cambridge, MA 02141 https://massrods.com/middlesexsouth/

Conditions of Approval

Boards may impose conditions of approval on a decision.

Conditions are explicitly listed at the end of the decision.

Satisfaction of required conditions is verified by Inspectional Services.