



# **Town of Halifax**    **Commonwealth of Massachusetts**

## **Zoning Board of Appeals**

**499 Plymouth Street • Halifax, MA 02338 • 781-293-1736**

**To: All Interested Person(s) and/or Parties\***

**Re: Procedures At Public Hearings**

- I. To facilitate an orderly exchange of information, all speakers are to ask questions or add comments through the Chairperson.
- II. Order Of Speakers:
  1. Secretary reads the "Notice of Public Hearing".
  2. The petitioner(s) or spokesperson(s) speaks to the petition.
  3. Members of the Zoning Board of Appeals question the petitioner(s) and/or spokesperson(s).
  4. Members of other Town Boards or Town Officials question the petitioner (through the Chairman of the Board) or offer their comments as to the petition.
  5. Townspeople ask questions concerning the petition.
  6. Attendees who are in favor of the petition speak.
  7. Attendees who are not in favor of the petition speak.
- III. Hearing normally concludes in one of the following manner:
  1. A continuance of the hearing is required and to continue at the next regular meeting with a specified date and time.
  2. An on-site inspection may be required and scheduled for a specified date and time.
  3. An on-site inspection may be waived. A decision(s) may be voted on at such time or the Board will continue the hearing at the next meeting with a specified date and time.
- IV. Decisions are voted at the next regular meeting following a continuance of the hearing and/or following the on-site inspection. No new information will be accepted after the hearing conditions.
- V. All meetings are OPEN TO THE PUBLIC and are posted on the bulletin board at the entrance to the Town Hall Offices.

**\*Note: Should any interested person(s) and/or parties like any further information on the regular meeting schedule, status and/or outcome of a specific petition, please feel free to contact the office at the above listed phone number.**