

BallardVale Historic District Commission

Procedure to Request Review of a Decision of BVHDC

1. Within 20 days of the filing (in the office of the Town Clerk) of a BallardVale Historic District Commission decision, any person wishing to request a review of that decision, must submit a written request for review to the BallardVale Historic District Commission at the Andover Town Offices, 36 Bartlet St., Andover, MA 01810. The written request for review shall specify reason(s) for the request for review and must include supporting documentation.
2. The BallardVale Historic District Commission will verbally notify and provide copy of request for review to:
 - Town Clerk's Office
 - Andover Building Inspector
 - All members of BVHDC
3. The BVHDC will send copy of request for review packet to Merrimack Valley Planning Commission at 160 Main Street, Haverhill, MA 01830. Request for review packet shall include copies of:
 - Written request for review and supporting documentation
 - BVHDC decision (as filed with Town Clerk). Reasons for the decision shall be provided by BVHDC. Supporting documentation may also be included.

A copy of the entire request for review packet shall be kept on file at the Department of Community Development and Planning, and will be available to the public to view.

In addition to the request for review packet, up to date copies of BVHD Bylaw, BVHDC Guidelines, BVHDC Procedures, Rules and Regulations and Massachusetts General Law – Chapter 40C shall also be sent to the Merrimack Valley Planning Commission.

4. Merrimack Valley Planning Commission shall make its review as allowed under Mass General Laws - Chapter 40C. MVPC may designate a person or persons of competence and experience in such matters, for said review.
5. Within 45 days of receipt of original request for review by BallardVale Historic District Commission, the finding of the MVPC (or designated reviewer) shall be filed (by MVPC) in triplicate with Andover Town Clerk, Andover Inspector of Buildings, and BallardVale Historic District Commission. This finding shall be binding on the applicant and the BVHDC, unless a further appeal is sought in Superior Court as provided in section 12A of the Historic District Enabling Statute - Chapter 40C of Massachusetts General Laws.
6. Following receipt of MVPC finding, BVHDC shall mail a copy of MVPC finding to:
 - Appellant
 - Applicant (if different party from appellant)
 - All members of BVHDC