



City of Woburn, Massachusetts

BOARD OF APPEALS

City Hall
10 Common Street
Woburn, MA 01801

AFTER OBTAINING YOUR NOTICE OF VARIANCE OR SPECIAL PERMIT, YOU MUST RECORD YOUR NOTICE IN CAMBRIDGE AT THE REGISTRY OF DEEDS: Proof of recording is NOT a receipt from the cashier at the Registry. Proof would be either:

1. A copy of the documents with the Registry time stamp shown on pages, or
2. The actual document after it is recorded and returned to you by mail with the Book and Page stamped on it.

NOTE, the Registry requires a self-addressed stamped envelope to return documents.

If the Registry has any questions with the filing they can call the City Clerk's Office at (781) 897-5850 or the Building Commissioner at (781) 897-5840.

OBTAINING THE BUILDING PERMIT: You must present the Building Commissioner with the proof that you recorded the documents BEFORE any Building permit will be issued.

REMEMBER: A Special Permit is valid for two years; a Variance for one year. If they are not recorded within those times, they can become invalid.

Registry of Deeds
P.O. Box 68
208 Cambridge Street
Cambridge, MA. 02141
Tel. (617) 679-6300
Fax. (617) 494-9083

email: middlesexsouth@sec.state.ma.us

Hours: Monday-Friday 8:00 a.m. – 3:45 p.m.

Fee is \$105.00

Directions: Route 93S to Route 38S (exit 30-toward Route 28/Somerville), turn left onto Mystic Avenue/MA-38S, turn slight right onto McGrath Highway/MA-28S, continue to follow MA-28S, turn right onto Third Street, turn left onto Cambridge Street.

OR

Route 93S to Storrow Drive (exit 27), keep right at fork, take your first right under the trolley tracks onto Route 28 North passing the Museum of Science, at second traffic light (Lechmere T Station), take a left (Cambridge Street), continue two blocks to Second Street.