

# BARNSTABLE OLD KING'S HIGHWAY

## APPLICATION SUBMISSION PROCESS

1. Drop off five complete sets of the application and supporting documentation to our 200 Main Street, Hyannis, Regulatory Office.
  - *While our office is not currently open to the public, you may enter the vestibule using the door to the right. There is box in the vestibule labeled "Old King's Highway" where you may leave your application.*

***IF PLANS ARE REQUIRED AS PART OF YOUR SUBMISSION, WE ARE ASKING THAT YOU PROVIDE THEM ON 11"X17" PAPER ONLY – FULL SCALE PLANS ARE NOT NECESSARY AT THIS TIME.***

2. Mail the filing fee and, if applicable, the legal ad fee and stamps for abutter notification to:

**Town of Barnstable  
Planning & Development Department  
c/o Erin Logan  
200 Main Street  
Hyannis, MA 02601**

3. Once you have mailed the fees and dropped off two applications, please email one complete set of the application and supporting documents to [erin.logan@town.barnstable.ma.us](mailto:erin.logan@town.barnstable.ma.us).

***Applications are not considered received until we have the application and fees in-hand.*** The Administrative Assistant, Erin Logan, will confirm receipt of your application and advise you of the hearing date, via email.

***\*Please note all mail is kept in quarantine for 48 hours before we can process it\****

Please do not hesitate to contact the Administrative Assistant, Erin Logan, with any questions: [erin.logan@town.barnstable.ma.us](mailto:erin.logan@town.barnstable.ma.us) or call 508.862.4787.

***Updated August 12, 2020***