

TOWN OF WESTWOOD
COMMONWEALTH of MASSACHUSETTS

David L. Atkins, Jr., Chairman
Brian D. Gorman, Vice Chairman
Christopher A. Pfaff, Secretary
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(781) 767-6344

PLANNING BOARD

APPLICATION, INSTRUCTIONS & CHECKLIST

**Administrative Environmental Impact and Design Review (EIDR)
Zoning Bylaw Section 7.3 of the Westwood Zoning Bylaw**

Checklist:

- Application Filing Fee:** \$100.00 Check payable to the Town of Westwood.
- 2 Copies of the complete submittal package and one electronic PDF of the following:**
 - Application Form
 - Impact Narrative Responses
 - Plans: Site and Architectural Plans (1 sets of reduced plans 11" x 17" and 1 full size of 24" x 36")
 - Required Reports
- Letter of Authorization from Building Commissioner** – Upon receipt of above material the Town Planner and Building Commissioner will review to determine the proposed changes are minor and thus subject to an administrative review pursuant to Section 7.3.6 of the Zoning Bylaw. This may be obtained after submission to the Planning Office.

Instructions:

All applications for Planning Board review will be acted upon and all information must be complete and correct to the best of the Applicant's knowledge. Incomplete applications may cause delays and may be the basis for a denial of the application. If you have any questions regarding the Board's procedure, please contact the Town Planner at (781) 251-2581 or Land Use Specialist at 781-767-6344.

It is important to review the applicable section of the Westwood Zoning Bylaw relating to the requested approval, and the relevant Rules and Regulations, to ensure that all requirements for application submittal are met, including the submission of electronic copies of application materials.

The Zoning Bylaw, Zoning Map, and all of the Planning Board's Rules and Regulations are available on the Planning Board section of the Town's web site (www.townhall.westwood.ma.us).

When Ready to File:

A complete application packet with the two sets of all required material must be submitted to the Planning Department at 50 Carby Street, Monday – Friday 8:30 a.m. – 1:00 p.m. Electronic copies may be submitted on a CD to the Planning Office or emailed Karyn Flynn or Abby McCabe at the above email addresses.

WESTWOOD PLANNING BOARD APPLICATION FOR HEARING

1. Requested Approval(s):

2. Brief Narrative of Proposal:

3. Address/Location of Property Subject to Hearing:

4. Assessor's Map and Parcel Number(s): _____
5. Size of Parcel: _____
6. Name of Applicant: _____
7. Applicant's Mailing Address:

8. Applicant's Telephone: (H)_____ (W)_____
9. Applicant's E-Mail Address: _____
10. Applicant is: Owner ___ Tenant ___ Licensee ___ Prospective Purchaser ___ Other ___
11. Name of Property Owner(s):

12. Property Owner's Mailing Address:

13. Deed Recorded in:
 - a. County Registry of Deeds, Book _____ Page _____
 - b. Registry District of the Land Court, Certificate Number _____
Page _____ Book _____
14. Has any Application ever been filed with the Planning Board regarding this Property?

Yes, When? _____
 No

15. Has the Lot been surveyed by a Registered Land Surveyor?

Yes, When? _____
 No

The Applicant hereby requests a public hearing before the Westwood Planning Board and consents to pay for the cost of all legal advertisements required by the Zoning Bylaw and/or Planning Board Rules and Regulations, which will be billed directly to the Applicant by the newspaper at a later date. The Applicant also consents to pay for all costs required pursuant to applicable sections of the Westwood Zoning Bylaw and/or Planning Board Rules and Regulations, unless expressly waived by the Planning Board, including all project review fees, inspection fees, and costs associated transcription, in addition to all other fees, expenses and costs in connection with the Planning Board's review and evaluation of this Application.

Signed: _____
Applicant (or Agent) Signature

Printed Name of Applicant

Signed: _____
Property Owner(s) of Record Signature(s)

Printed Name(s) of Property Owner(s) of Record

Date: _____

Payments Received: Application Fee: \$ 100.00 _____

Project Review Fees: \$ 0 _____
(if applicable)

Inspection Fees: \$ 0 _____
(if applicable)

Other Fees: \$ 0 _____
(if applicable)