

TOWN OF WESTWOOD
COMMONWEALTH of MASSACHUSETTS

Christopher A. Pfaff, Chairman
Trevor W. Laubenstein, Vice Chairman
Steven H. Olanoff, Secretary
David L. Atkins
Michael L. McCusker



Abigail McCabe, Town Planner
amccabe@townhall.westwood.ma.us
(781) 251-2581

Janice Barba, Planning & Land Use
Specialist
jbarba@townhall.westwood.ma.us
(781)-320-1366

PLANNING BOARD

APPLICATION, INSTRUCTIONS & CHECKLIST

**Environmental Impact and Design Review (EIDR) – Zoning Bylaw Section 7.3
and / or Special Permit
Pursuant to Various Sections of the Westwood Zoning Bylaw**

Checklist:

- Application Filing Fee:** Check payable to the Town of Westwood. See the Board's Rules and Regulations for the current fees. *The Applicant will be billed later from the newspaper for the publication of the legal ad in the Westwood Press.*
- 11 Copies of the complete submittal package and one electronic PDF of the following:**
 - Application Form
 - Narrative
 - Plans: Site and Architectural Plans (7 sets of reduced plans 11" x 17" and 4 full size of 24" x 36")
 - Required Reports

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.

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:

One complete application packet must be filed by the Applicant in the Office of the Town Clerk at Town Hall, 580 High St. for recording (reduced size plans to Clerk), and the 10 remaining packets must be stamped by the Town Clerk's office prior to filing with 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 to Janice Barba and/or Abby McCabe at the above email addresses.

If you intend to request one or more waivers of the application requirements, a written request for each specific waiver must be included in the application submission packet. In such case, the application will not be deemed complete until all requested waivers are granted by the Planning Board, or until all application requirements are fully satisfied.

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: \$ _____

Project Review Fees: \$ _____
(if applicable)

Inspection Fees: \$ _____
(if applicable)

Other Fees: \$ _____
(if applicable)

**Town of Westwood
Planning Board Meeting Schedule and Filing Deadlines**

Application Filing Deadline	Meeting Date
Thursdays 4:30 PM	Tuesdays 7:00 PM, 50 Carby Street
12/10/2015	1/12/2016
12/16/2015**	1/19/2016
1/7/2016	2/9/2016
1/21/2016	2/23/2016
2/11/2016	3/15/2016
3/10/2016	4/12/2016
3/24/2016	Monday, 4/25/2016
4/7/2016	5/10/2016
4/21/2016	5/24/2016
5/12/2016	6/14/2016
5/26/2016	6/28/2016
6/9/2016	7/12/2016
6/30/2016	8/2/2016
7/21/2016	8/23/2016
8/4/2016	9/6/2016
8/18/2016	9/20/2016
9/1/2016	10/4/2016
9/15/2016	10/18/2016
9/29/2016	11/1/2016
10/13/2016	11/15/2016
11/3/2016	12/6/2016

Meeting dates, locations and times are subject to change. Please check the final agenda with the Planning Division, the Town Clerk, or on the Town's website at <http://www.townhall.westwood.ma.us/index.cfm/page/all-events>

The above filing deadlines apply to applications requiring a public hearing and legal advertisement in the newspaper. ANR plans or other items not requiring a public hearing should be submitted five business days in advance of the meeting date. Please contact the Town Planner to get on a meeting agenda.

While we strive to advertise all items for the meeting date listed, incomplete applications, complex projects that require additional review time such as those needing peer review, and depending on the number of applications received, certain applications may be heard at the following meeting.

**Early due to a holiday

Contacts:

Town Planner, Abby McCabe - (781) 251-2581 or amccabe@townhall.westwood.ma.us
 Land Use Specialist, Janice Barba - (781) 320-1366 or jbarba@townhall.westwood.ma.us

Planning Division: Carby Street Municipal Office Building

50 Carby Street, Westwood, MA 02090

Hours: Monday - Thursdays 8:30 AM - 4:30 PM, Fridays 8:30 AM - 1:00 PM