## **FORMAL PROCESS (Takes approximately 3-5 months)**

These procedures must be followed in making any amendments to Westwood's Zoning By-Law or Official Zoning Map in accordance with Massachusetts General Laws Chapter 40A, Section 5. Prior to submitting a zoning amendment petition it is recommended that you meet with the Planning Board and/or Planning Department staff or Town Counsel to review your proposal.



<u>Submission to Board of Selectmen</u> By: Board of Appeals, Individual owner of affected land, request of 10 registered voters, Planning Board or MAPC (Metropolitan Area Planning Council)

## Within 14 days

Board of Selectmen refers amendment petition to Planning Board & Finance and Warrant Commission



Planning Board public hearing scheduled (Notice posted, published in newspaper, and sent to MAPC, Planning Boards of abutting towns, MA Department of Housing & Community Development (DHCD), & Non-resident property owners registered with the Town Clerk. Hearing notice must be published in local newspaper for two successive weeks, the first of which must be published 14 days prior to the hearing date.



**Public Hearing** held by Planning Board and Finance and Warrant Commission, separately. The Planning Board's hearing must be within 65 days of submission to Planning Board.



The Finance and Warrant Commission and Planning Board will vote to make a recommendation to Town Meeting.



Town Meeting must vote within 90 days after the close of public hearing.

If Unfavorable Action,



If passed by 2/3rds vote

Submission may not be reconsidered within 2 years.

Adoption effective on date passed by Town Meeting but must then be submitted to Attorney General for approval.