



# Town of Ludlow

## Office of the Planning Board

ludlow.ma.us/planning  
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5624, ext. 1280 / Fax: (413) 583-5603

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## **Information Sheet**

### Change of Occupancy

#### **What is the purpose of a Change of Occupancy?**

The Town's Zoning Bylaws require a full registered Site Plan for several uses in Town. In the case of a business taking over an existing business location with no change to the footprint or use of the building, a Change of Occupancy is accepted instead. (7.1.3.c) This is also currently the process used for booth rentals and locating third-party (or similar) vending at an existing business location. The process allows the Town to ensure that the intensity of a use is not changing and allows the applicant to save the time and expense involved in a full Site Plan.

#### **Will I need to appear in front of the Board?**

In most cases, an appearance is not necessary for a Change of Occupancy. If the Board has any issues, you may need to come in, but this is not likely.

#### **How long can I expect this to take?**

The Planning Board agendas are set in advance of the actual meetings. Once an application for Change of Occupancy has been received, it will be placed on the next open agenda. Depending on when your application is submitted, this could in as little as a week, but will more likely take approximately two or three weeks.

#### **When can I get a Business Certificate?**

If all you need is a Change of Occupancy, you will be able to get a Business Certificate from the Town Clerk during regular business hours after the Planning Board has approved your application.

#### **What do I have to submit and where?**

Applications are accepted at the Planning Board office during normal office hours. Your submission must include the completed application itself and the fee in force at the time of filing.

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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## Master Application

Date submitted to Planning Board: \_\_\_ / \_\_\_ / \_\_\_\_\_

Location of Property: (address) \_\_\_\_\_, Assessors' Map \_\_\_, Parcel \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): \_\_\_\_\_

### Type Of Application (Check All That Apply):

\* denotes supplemental application sheet required

Site Plan Control:

- Change of Occupancy
- Site Sketch
- Site Plan Approval

Subdivision Control:

- ANR \*3
- Preliminary Subdivision Plan \*3
- Definitive Subdivision Plan \*3
- Waiver of Frontage \*4

Special Permitting:

- Special Permit
- Home Occupation \*1
- Home Professional Office
- Accessory Apartment \*2
- Comprehensive Plan (MRD)

Other:

- Zone Change \*5

**Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.**

### Contact Information:

Applicant:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.**

Contact Person (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Property Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Building Owner (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

Detailed Description of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All applications require a completed certificate of ownership / authority.  
Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: \_\_\_\_\_  
Special Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Fee Amount Received: \_\_\_\_\_  
Supporting Documents? YES / NO  
Verified By: \_\_\_\_\_



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## **Certification of Ownership / Authority**

**If the applicant is not the owner (such as a tenant)**

The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: \_\_\_\_\_

For individual applicant:	For corporation/LLC:
_____ Signature	_____ Name of Entity  By: _____ Signature  Title: _____

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: \_\_\_\_\_

For individual owner:	For corporation/LLC:
_____ Signature	_____ Name of Entity  By: _____ Signature  Title: _____

