

**PROCEDURE FOR CHANGES TO THE ZONING ORDINANCE
(CHAPTER 40 A, SECTION 5, M.G.L.)**

ITEMS NECESSARY FOR SUBMISSION:

1. The applicant shall submit the Petition for Zone Change to the **Board of Selectmen**. Submission shall include:
 1. Application form obtained from the Planning Board
 2. Legal description of the property (Deed)
 3. A Certificate Signed by an attorney that the legal description has been researched and is correct.
 4. Three (3) copies of the Assessors' Map on which the property is located with the property to be changed OUTLINED IN RED. (Copies of Assessors' Map can be obtained from DPW)
 5. Application fee of \$100.00 / Less than 5 Acres;
\$250.00 / More than 5 acres but less than 20 acres;
\$500.00 / 20 or more acres.
 6. A list of abutters and abutters to abutters if they are within 300 feet and directly opposite on any public or private street. This list must be obtained and certified by the Assessors' Office. Also attach copy of the property record card.

The applicant will be responsible for advertising costs.

SEQUENCE OF EVENTS:

2. The Board of Selectmen shall refer the matter to the Planning Board within fourteen (14) days of receipt of the petition.
3. The Planning Board shall schedule a public hearing within sixty-five (65) days of receipt of the petition from the Board of Selectmen.
4. A report of the hearing shall be made by the Planning Board to the Town Meeting.
5. After receipt of report, or twenty-one (21) days pass without a report, the Town Meeting shall vote on the request:
 - a. Town Meeting must act on the request within six (6) months of the Planning Board hearing.
 - b. Need two-thirds vote for approval.
6. If a Town Meeting is not held within six months of report, the Planning Board must hold another public hearing.

If you have any questions, please call the Planning Board Office at (413) 583-5624 X 281.