



CITY OF WESTFIELD
ZONING APPLICATION

PROPERTY

STREET ADDRESS _____

ZONING DISTRICT _____ OVERLAY *(if any)* _____

ASSESSOR'S REFERENCE: MAP _____ LOT _____

DEED REFERENCE: BOOK _____ PAGE _____

Checked box is attestation that the property has no outstanding debt obligation to the City *(verification may be obtained from the Business License Office prior to filing)*

CC FILE # _____

MUNIS # _____

APPLICANT

NAME _____ C/O _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

Applicant's Representative (if any)

FIRM _____ CONTACT PERSON _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

Checked box indicates representative is to be billed for the legal ads (Applicant will be billed otherwise)

CURRENT PROPERTY OWNER

Same as Applicant

NAME _____ C/O _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

PERMITTING

Approval(s) Sought:

Permitting Authority:
(Check ONE only)

Subject Zoning Ordinance Section(s):

SPECIAL PERMIT(s)

CITY COUNCIL

SITE PLAN APPROVAL

PLANNING BOARD

STORMWATER PERMIT *addendum*

ZONING BOARD OF APPEALS

Petition for VARIANCE (ZBA)

Administrative APPEAL (ZBA)

Seeking an AMENDMENT to a previously issued approval (attached) File # _____

List any prior zoning approvals in effect _____

EXISTING USE / CURRENT CONDITIONS

Property description _____

Neighborhood description _____

I have already discussed this application with my neighbors (*recommended prior to filing*).

PROPOSED USE / PROJECT SUMMARY

(attach additional pages as necessary)

I have reviewed the relevant findings and criteria described in the [Zoning Ordinance](#), upon which my application will be adjudicated.

ACKNOWLEDGEMENT

*With this application and its supporting documents, I acknowledge the following: All materials submitted are records made available for public inspection (including via the City's web site) and are represented as true and accurate by the Applicant, who shall bear the burden of evidence; Applicant will be billed directly by the newspaper and is responsible for prompt **PAYMENT OF INVOICES** for the required legal notices; Owner grants permission to the permit granting authority, and its agent, to view, enter upon and photograph the subject property prior to acting on this application, and through completion of the subject construction and/or issuance of the final certificate of occupancy; All property owners within 300' of the lot line will be notified of this application, the public hearing and of the final action of the permitting authority, including their rights of appeal; If a list of such owners is not appended hereto (as prepared by the Assessor within 30 days prior to filing this application, including from any adjacent municipality's assessor if the property is within 300' of the City line), Applicant is responsible for the costs associated with the preparation of such list; Per Code of Ordinances Division 4, Section 2-144, a license or permit may be denied where an outstanding debt obligation to the City exists; If a permit or relief is granted, Applicant is responsible for recording such document at the Hampden County Registry of Deeds, at his/her expense, after the expiration of the 20-day appeal period; such permit will run with the land and may be binding on future parties, including required compliance with any conditions attached to the permit; Applicant's specified representative may be used as the primary contact person; If an email address is provided, email may be used as the primary form of contact for administrative matters; Testimony during the public hearing may be recorded, broadcast and re-broadcast and will be reflected in the official record of proceedings; It is my responsibility to comply with all applicable codes and ordinances and to obtain any other zoning or non-zoning permits, licenses or approvals as required; If the listed applicant and/or owner is not a natural person or is multiple persons, I am authorized to so act as signatory on behalf of same.*

APPLICANT'S SIGNATURE _____ DATE _____

Printed Name _____

PROPERTY OWNER'S SIGNATURE (*if different*) _____ DATE _____

Printed Name _____

APPLICATION CHECKLIST

- Processed **ZONING DETERMINATION FORM** from the Building Department - or copy of the **PREVIOUS PERMIT** to amend - or copy of the **ADMINISTRATIVE ACTION** which is the subject of an appeal
- FILING FEE** (*non-refundable*) - made payable to the 'City of Westfield' Amount \$ _____ (*from [Fee Schedule](#)*)
- SUPPORTING MATERIALS** (*as required or warranted as part of your application*): Site plans, narratives, reports, maps, calculations, architectural plans/elevations, etc. Please provide these materials in digital (PDF) format (paper copies of any materials may also be requested after filing). For Stormwater Permits, include paper site plans with the submission.
- For All filings: anticipated **PAYMENT FOR LEGAL AD** - Applicants will be invoiced directly by the Westfield News at the current rate (City staff will prepare and submit the required legal notices for publishing)
- For Variances only: the completed **VARIANCE JUSTIFICATION STATEMENT** page
- For Appeals only: a **SEPARATE LETTER** to the Zoning Board of Appeals describing the grounds for your appeal of a written administrative zoning decision, order or action. This application must bear the City Clerk's date stamp within 30 days of the date of such document, copied to the Superintendent of Buildings or other party being appealed (MGL Ch.40A Sec. 8, 15).

FILING INSTRUCTIONS

For **PLANNING BOARD** and **ZONING BOARD OF APPEALS**: digital/scanned submissions are accepted by the Planning Department via j.vinskey@cityofwestfield.org (fees and any paper copies must be mailed or delivered). For **CITY COUNCIL** and for any board application where a record filing date is sought, deliver application package directly to the City Clerk and as pursuant to Sec. 1-50.2, 1-30.3 and 6-10.3.