



CITY OF WESTFIELD  
**PETITION FOR ZONING AMENDMENT**

**RESPECTFULLY SUBMITTED TO CITY COUNCIL BY (check one)**

- SUBJECT LANDOWNER(S)<sup>1</sup>       PLANNING BOARD       CITY COUNCIL VOTE<sup>2</sup>
- 10 REGISTERED CITY VOTERS<sup>1</sup>       BOARD OF APPEALS       PVPC

<sup>1</sup> signatures/acknowledgement of all parties must be provided (on this form or an attachment), and same by landowner authorizes the placement of a public notice sign(s) on the property.

CC FILE # \_\_\_\_\_

MUNIS # \_\_\_\_\_

PETITIONER'S NAME \_\_\_\_\_

AGENT/REPRESENTATIVE/CONTACT (if any) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

REASON FOR PROPOSED AMENDMENT (attach additional justification as warranted) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PETITIONER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Petitioner agrees to prompt payment for required legal ads (billed directly by the newspaper)      use Board/Council endorsement date (if any)

**ZONING TEXT AMENDMENT (if applicable)**

ARTICLE(S)/SECTION(S) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

REQUIRED: attach proposed ordinance TEXT (using precise wording)

**ZONING MAP AMENDMENT (if applicable)**

PROPERTY LOCATION/STREET ADDRESS \_\_\_\_\_

ASSESSOR'S MAP(S) & PARCEL(S) \_\_\_\_\_

CURRENT LANDOWNER(S) \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_ CURRENT USE(S) \_\_\_\_\_

PROPOSED ZONING \_\_\_\_\_ TOTAL ACREAGE TO BE REZONED \_\_\_\_\_

ANTICIPATED USE (if known) \_\_\_\_\_

DESCRIPTION OF EXISTING LAND USES OF SURROUNDING AREA \_\_\_\_\_

\_\_\_\_\_  
 REQUIRED: attach MAPS clearly showing existing & proposed zoning districts, including parcel lot lines (8.5 x 11" size, color preferred)

REQUIRED: include 300' ABUTTERS LIST, prepared by the Assessors Office within 30 days prior to filing

## INSTRUCTIONS / PROCESS

- Prior to filing, the Petitioner should meet with the City Planner to discuss proper formatting and intent.
- File 2 copies of the application and \$350 fee with the City Clerk. For Zoning Map Amendments, a current abutters list must also be provided.
- The City Clerk, on behalf of the City Council, notifies and transmits one copy to the Planning Board.
- City Council takes action on the petition (this typically should include referring to Planning Board and moving the petition to a public hearing; such hearing to be within 65 days of the Council's vote on that motion). This petition and its attachments are made available for public inspection. Therefore, *THE SCOPE AND TEXT OF THE PROPOSED AMENDMENT MUST BE CLEAR AND SUFFICIENTLY DEVELOPED AT THE TIME IT IS FILED*. It cannot thereafter be substantially altered from the original submission after public notice has been posted.
- Planning Board and City Council both hold public hearings (or a joint hearing).
- The Petitioner will be billed directly by the newspaper for the required hearing notices (prepared for the City Clerk by the Planning Department) and is responsible for full payment.
- The Petitioner should attend the public hearings to present the amendment and answer questions. The Petitioner may also attend any committee meeting to where the item has been referred and will be discussed. If the proposed amendment is substantially altered in committee (or on the floor of the City Council) a new public hearing, with proper notice, should be conducted before moving forward.
- The Planning Board forwards its recommendation to City Council; Council must adopt by a 2/3 vote (this requires 9 affirmative votes).
- City Council takes final action (second reading) on the petition within 90 days after their hearing is closed, or the petition will expire and the entire process must be repeated.
- A proposed amendment which receives a failing vote cannot be reconsidered within 2 years of such vote (unless the Planning Board recommends adoption).

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<sup>2</sup>For petitions originating from City Council/Councilors, one of the following procedures should be followed:

- PREFERRED: City Councilor(s) submits a "Motion" to initiate the subject zoning change; amendment language is typically further developed and formalized in committee and reported out in the form of this application, to appear under "Reports of Committees" (proposed ordinance language may be further amended on the floor by the City Council). Once City Council (by majority vote) moves the petition to public hearing, it is deemed to be an endorsement and becomes a petition of the City Council. This petition form, to reflect what was accepted by the City Council, is soon thereafter to be filed with the City Clerk by the sponsoring Councilor(s).
- City Councilor(s), on his/her initiative, files this petition form with the City Clerk, to appear on City Council's agenda under "Petitions." Once City Council (by majority vote) moves the petition, as filed, to public hearing, it is deemed to be an endorsement and becomes a petition of the City Council. (If the proposed ordinance language as drafted is not acceptable to City Council for acceptance/movement to public hearing, the filed petition will have no validity and cannot move forward.)