



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

*The below-signed acknowledges the following: Applicant (or designee) will be billed directly by the newspaper and is responsible for prompt **PAYMENT OF INVOICES** for the required legal notice (to run twice); All materials submitted are public records, will be made available for public inspection (including on the City's web site) and are represented as true and accurate, as Applicant bears the burden of evidence; Any additional paper copies of supporting materials and/or full-size plans requested by the City will be furnished forthwith; 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, public hearing information 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 Westfield 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 this application results in a permit or relief being granted, Applicant is responsible for obtaining the City Clerk's certification and then recording the document at the Hampden County Registry of Deeds, all 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, with email customarily used as the 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

A complete application also includes the following:

- 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*): Site plans, narrative, maps, reports, calculations, architectural, etc. One paper copy, with any plans reduced to be no larger than 11"x 17" plus all materials provided in digital (PDF) format
 - Exceptions for [Stormwater Management Permit filings](#) only:* ___ One additional paper set of site plans at scale/full-size
 - ___ Stormwater report as a PDF file only (*no paper copy*)
- For All filings: anticipated **PAYMENT FOR LEGAL AD** - Applicants will later be invoiced directly by the Westfield News/Reminders Publishing 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. 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.

VARIANCE JUSTIFICATION STATEMENT

 This page is only to accompany a petition for a VARIANCE submitted to the Zoning Board of Appeals. Your statements below should be used to support and prove that a variance is warranted, will request the most minimal relief and is by reason of necessity rather than mere convenience.

APPLICANT / PETITIONER'S NAME _____

1. Describe the circumstances relating to soil conditions, shape or topography of land or structures (and especially affecting such land or structures, but not affecting generally the zoning district in which it is located) that would cause a literal enforcement of the provisions of the ordinance to result in substantial hardship, financial or otherwise, to the petitioner (*any hardship described should not be self-created and should be related to characteristics of the property, not a personal situation*):

_____ Continued, see attached

2. Describe how the desirable relief may be granted without substantial detriment to the public good (*nearby non-conforming or similar existing situations should not be used as justification*):

_____ Continued, see attached

3. Describe how granting such relief would not nullify nor substantially derogate from the intent or purpose of the ordinance:

_____ Continued, see attached