LAND USE, DEVELOPMENT & BUILDING IN WESTFIELD

One or more of the following routes may apply if you plan to...

- Erect, construct, reconstruct or alter any structure
- Change, alter, extend, displace or increase the use of any lot or structure
- Erect or alter a temporary or permanent sign
- Undertake interior alterations or cosmetic exterior alterations (those which don't increase height or alter the footprint of the structure)
- Work or disturb land within 100' of a wetland or within 200' of a stream, or in a floodplain
- Develop a subdivision or new street; create or alter lots or property lines
- Work within a roadway, treebelt or a right-of-way; connect to public utilities; occupy a city sidewalk
- Disturb more than 40,000 SF of land (or any disturbance if part of a larger project that will);
- Develop 4 or more dwelling units or any subdivision;
- Construct NEW non-residential structures with at least 5,000 SF of gross floor area, 10,000 SF of impervious surface, or that require 10 + parking spaces;
- or make additions to EXISTING uses which result in an additional impervious area or gross floor area of 5,000+ SF, or an increase of 10+ parking spaces

**Research zoning and file a Zoning Determination Form or, if needed, a Sign Permit application with Building Dept.**

- DENIED
- PENDING
- APPROVED

- Obtain special permit or site plan approval from Planning Board, Zoning Board of Appeals or City Council (as indicated)
- Wait for 20-day appeal period; record decision with Registry
- Obtain Building Permit if required
- Obtain any other permits and licenses as may be required (business license, etc.)
- Contact DIG SAFE by calling 811 at least 3 working days before any excavation
- Pass any required inspections & comply with any permit conditions
- Proposed USE or WORK may commence and/or receive CERTIFICATE OF OCCUPANCY

**Please note:** This simplified chart is intended for general local guidance only and does not purport to describe all requirements and regulations applicable to any specific project.