# 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 perm-anent 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); or*

Develop 4 or more dwelling units or any subdivision; or

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.)*

Obtain review/ approval from **Conservation Commission**

Wait for appeal period to expire, if applicable

Obtain approval or endorsement from **Planning Board**

Wait for appeal period to expire, if applicable

Obtain permit or approval from:

**Dept. of Public Works** *(driveway cuts, trench permits street trees, side-walk obstruction, utilities: water services, sanitary sewers & storm drains)*

**Westfield G&E** *(gas or electric services)*

***MassDOT*** *approval may be required if a state road*

Project cannot proceed.

Certain variance relief *may* be granted by the **Board of Appeals** in strict circumstances and hardship situations. (The Board will also hear an appeal to an administrative order or final action taken under the *zoning* ordinance)

*Favorable Outcome*

Contact **DIG SAFE** by calling 811 at least 3 working days before *any* excavation

Obtain local **Stormwater Permit** (or waiver). Permit is consolidated with associated **City Council** zoning or **Planning Board** zoning/ subdivision approvals. (If none required, permit is administered by **Board of Public Works** / **DPW Stormwater Coordinator**)

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*