

TOWN OF WESTMINSTER PERMITTING GUIDEBOOK

September 2010

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INTRODUCTION

The purpose of this guidebook is to summarize for you the various staff persons, departments and boards involved with the development process in the Town of Westminster. The development process requires a number of permits, approvals and licenses be obtained for nearly every development project; only the most common ones related to land based development are summarized in the guidebook. If at any time, before and during your application process you may have questions, please do not hesitate to contact the appropriate staff person.

We hope this guidebook is a valuable tool for anyone pursuing residential, commercial or industrial development. For detailed information, please contact the appropriate staff person.

Disclaimer:

The General Ordinance, Zoning Bylaw, and Subdivision Rules and Regulations of the Town of Westminster, as applicable, take precedence over any information contained within this guidebook in any conflict between them.

HEALTH DEPARTMENT

Department:	Health Department
Staff Liaison:	Elizabeth (Wibby) Swedberg, Health Agent/Director Phone: 978-874-7409 Fax: 978-874-7460 eswedberg@westminster-ma.gov Rita McConville, Assistant Agent 978-874-7409 rmcconville@westminster-ma.gov Joyce Lucander, Administrative Assistant 978-874-7409 jlucander@westminster-ma.gov
Office Hours:	8:00 am- 4:30 pm, Monday – Thursday 8:00 am- 1:00 pm, Friday
Board:	Board of Health
Meeting Schedule:	Meetings are held every 1 st and 3 rd Wednesday at 4:30 p.m., as posted on the Town Hall bulletin board.
Members:	Patricia Glover, M.D., Chair Peter Munro Ed Simoncini

Description of Board The Board of Health enforces the State Sanitary and Environmental Codes, reports diseases dangerous to the public health and enforces other applicable State and local laws and regulations. It is the responsibility of the Board of Health to periodically review the health needs of the Town and take appropriate steps to meet whatever needs arise.

The following includes a list of Health Agent Services:

- Inspections of licensed food establishments
- Inspections of subsurface sewage disposal systems
- Review of preliminary and definitive sub-division plans
- Review of subsurface sewage disposal system plans
- Inspection of semi-public and public pools
- Authorize emergency permits for beaver and muskrat control
- Collect freshwater bathing beach samples for public & semi-public bathing beaches
- Issue private well installation permits
- Respond to public and environmental health complaints
- Coordinate a yearly rabies vaccination program

Permits Issued:
See BOH for full list
of permits and fees

Food Service Establishment /Restaurants
Retail Food Service Establishment/Convenience Stores
Caterers
Mobile Food Servers
Temporary Food Permit
Residential Kitchens
Bed & Breakfast
Hotel/Motel/Inn
Disposal System (Septic) Construction Permit
Disposal Works (Septic) Installer License
Septage Haulers License
Well Installation/Repair/Destruction Permit
Residential Camp for Children
Funeral Director
Tanning Establishments
Beaver Trapping Permits
Sale of Tobacco Products
Indoor/Outdoor Pools & Spas

Septic System Permit The first step in obtaining the permit is to file a 'Soil/Perc Test Application'. Your completed application shall include information on the lot to be tested and a filing fee. You will need to engage the services of a Massachusetts Registered Professional Engineer or a Massachusetts Registered Sanitarian and an excavation contractor. The Board of Health keeps a list of sanitarians and engineers who are available in our area who regularly submit subsurface sewage disposal system plans to the Town of Westminster. The engineer/sanitarian will schedule a date for soil testing with the Health Agent generally within 2-3 weeks of receipt of application. Soils in the deep test holes are examined by your engineer/sanitarian and the Town's Health Agent to determine if there is suitable material to support a septic system and to determine the seasonal high water table. A percolation test ('perc' test) is done in the most restrictive layer of soil in a shallower test hole. The results of these observations are recorded by the Health Agent and your engineer/sanitarian and are used to design the new septic system.

Once the septic system design is complete, an 'Application for Disposal System Construction Permit' must be filed with the Health Agent along with 3 copies of the septic system design. If the system design meets all the state and local regulations, the Health Agent is enabled to issue the permit directly after reviewing the septic plan. If, however, a variance is required, the application is forwarded to the Board of Health for their review. The engineer/sanitarian and/or the applicant are required to appear before the Board at a public hearing for review and discussion of the septic system design. The Board approves or disapproves the permit following the hearing. In some types of variances, the application must be forwarded to the Massachusetts Department of Environmental Protection (DEP) for further review. All applications for septic system construction must be decided upon within 45 days of their receipt.

Disposal Works Installers Licenses are obtained from the Board of Health prior to installing any septic systems in the Town. Initially, an installer must provide copies of current installer's licenses from other Massachusetts towns or take a test to demonstrate a basic understanding of the job. Tests are available from the Health Agent and are graded by the Health Agent. Installer licenses must be renewed annually and renewals do not have to take the test again.

An installer shall contact the Health Agent prior to the start of the installation. Inspections by the Health Agent are required throughout the installation of the septic system. An 'As-Built' from the system designer and an 'As-Built' from the installer are required before a Certificate of Compliance is issued. A Certificate of Compliance is required before the system can be placed in operation.

Well drillers are required by state law to provide the Board of Health with a 'well completion report', describing well use, type of casing, depth of casing, final well depth, depth to bedrock, water-bearing zones, static water level below land surface, well capacity (in gallons per minute), and the name and address of the well driller. The Health Agent takes a water sample of the well which the landowner delivers to a Certified Massachusetts Water Test Lab for testing. The landowner is required to provide the results of a standard scan' (water quality test report) to the Board of Health to demonstrate potability of the well water.

Housing Inspections are conducted by the Board of Health to ensure that housing complies with the State Sanitary Code 105 CMR 410. Inspections are made at the request of the property owner, the landlord or a tenant. Inspections are made by the Health Agent within 24 hours when a condition is alleged to exist that may endanger or impair the health and safety of occupants. Otherwise inspections are made within 5 days of receipt. Following the inspection, the Agent notifies the property owner of the findings in writing. Violations are enumerated with a timeline for compliance. Re-inspection is done at the expiration of the time allowed.

Food Establishments or any establishment that prepares and/or sells food must obtain and maintain a 'Permit to Operate a Food Establishment'. This requirement applies to retail food and food service establishments, school kitchens, caterers, mobile food vendors, and residential kitchen establishments. Permits are issued annually for permanent establishments, or they may be issued temporarily or seasonally. Applications for the permit are submitted to the Board of Health office with the appropriate filing fee. The Health Agent conducts at least 2 inspections of the establishment per year. These permits must be renewed annually.

Process for Obtaining Permit(s): All applications are obtained from Secretary to Board of Health; permit may need Board review at a public meeting

Advertising Requirements: Not applicable

Time Frame for Public Hearing: Variance requests that affect abutters require certified letters be mailed to abutters to be received 10 days in advance of Public Hearing.

Time Frame for Decision: Variable per regulation.

Appeal Process: Variable per regulation.

Fee Schedule: Please see next page

Applicable Local, State and Federal Statutes: Code of the Town of Westminster, Division 4, Chapter 238- 254
105 C.M.R., 310 C.M.R., M.G.L. 111, 1999 Federal Food Code

HEALTH DEPARTMENT FEE SCHEDULE
(Check with department for recent fee amendments)

Permit/ Service – Food Service Fees	Fee
Food Service - Seats	
1 – 25 seats	\$200
26 – 50 seats	\$275
51 – 100 seats	\$300
101+ seats	\$350
Food Service - Retail	
0 – 1,000 sq. ft.	\$100
1,001 – 5,000 sq. ft.	\$125
5,001 – 10,000 sq. ft.	\$150
10,001 – 15,000 sq. ft.	\$175
15,001 – 25,000 sq. ft.	\$200
Departments Within a Grocery Store	
Bakery	\$50
Bulk Food	\$50
Deli	\$75
Hot Bar	\$75
Cold Bar	\$75
Catering	\$170
Frozen Dessert	\$80
Pasteurization	\$250
Farmer's Market Annual	\$0
Residential Kitchen	\$35
Non-Residential Kitchen	\$25
Six Month Mobile Food	\$55
Bed & Breakfast	\$100 Base Fee + \$10/room + \$50 full breakfast
Temporary Food Permit	
Event	\$45
Year	\$65
Kitchen Plan Review Fee	
New Construction	\$225
Renovation	\$100
Pre-Operational Inspection	\$75
Fines (late permits)	\$5/day after 15 day grace period
Septic Fees – Inspection & Soil Testing	Fee
Miscellaneous	
Title 5 Inspection, Agent Witness & Filing Fee	\$75
Plan Revision Re-submittal	\$100
Septage Hauler	\$100
Disposal Works Installer License	\$125
Fee for Installer's Exam	\$100

New Construction – Perc/Soil Testing Flow of 220 – 15,000 GPD	\$225 per 3 hours \$100 each additional hour or portion of hour thereafter
Perc Test Validation	\$50
Replacement Perc/Soil Testing Flow of 220 – 15,000 GPD	\$175 per 3 hours \$100 each additional hour or portion of hour thereafter
Partial Per/Soil Test	\$75/hole
New Construction Plan Review – Septic System Flow less than 550 GPD Flow of 551 – 1,999 GPD Flow of 2,000 – 5,999 GPD Flow of 6,000 – 9,999 GPD I/A Systems DSCP 1 Year Extension	\$125 \$175 \$250 \$350 \$100 \$50
Replacement Construction Plan Review – Septic System Flow less than 550 GPD Flow of 551 – 1,999 GPD Flow of 2,000 – 5,999 GPD Flow of 6,000 – 9,999 GPD Alteration (d-box, tank, line)	\$75 \$125 \$250 \$350 \$75
New Construction/Replacement Site Inspections/Installation – Septic System Flow less than 551 GPD Flow of 551 – 1,999 GPD Flow of 2,000 – 5,999 GPD Flow of 6,000 – 9,999 GPD Subdivision Definitive Review Nitrogen Loading Plan Review Subdivision COC for individual home	\$100 \$150 \$200 \$300 \$350 \$250 \$80
Miscellaneous	Fee
Failure to apply for permit	Double the fee
Research & Information Request	\$30/hr + \$.20/copy
Commercial Trash Hauler	\$100
Funeral Director	\$100
Tanning Establishments	\$200
Tanning Plan Review/Pre-Opening Inspection	\$200
Plan Review – Unspecified Demo/Renovation Asbestos Inspection Beaver Trapping Permit Hotel/Motel Hydronic Heaters	\$350 \$50 + \$25/half hour \$60 \$50 base + \$10/room \$125

Tobacco Permits	\$150
Mass Rental Inspection	\$75
Semi-Public Swimming - Pool	
Semi-Public Beach	\$175
Semi-Public Pool Seasonal	\$150
Semi-Public Pool Year	\$225
Wading Pool	\$100
Spa – Hot Tub	\$225
Pool/Spa Plan Review	\$350
Wells	
Monitoring Well Registration	\$50
Irrigation Well	\$50
Drinking Water Supply Well	\$125
Well Repair	\$75
Well Destruction	\$50
Well Plan Alteration	\$50
Water Quality Certification/Agent takes sample	\$45
Body Art	
Establishment	Contact Department
Establishment Renewal	Contact Department
Practitioner	Contact Department
Practitioner Renewal	Contact Department
Body Art Plan Review	Contact Department
Recreation Camp	
Operation Permit up to 100 Campers & Staff	\$300
Operation Permit 100-200 Campers & Staff	\$400
Operation Permit 200+ Campers & Staff	\$450
High Risk Activities	\$100/activity

BUILDING DEPARTMENT

Department: Building Department

Staff Liaison: Michael Gallant, Building Commissioner & Zoning Enforcement Officer
978-874-7407
Marcia Thorell & Dale Lucier, Administrative Assistants
978-874-7407

Office hours, Main Office: 8:00 am- 4:30 pm, Monday – Thursday
8:00 am- 1:00 pm, Friday

Inspectors/Contact information/ Individual office hours: Peter Munro, Local Inspector
Loring (Gene) Barrett, Electrical Inspector
Tom Wiinikainen, Plumbing & Gas Inspector

Permits Issued:

Building Permits	Certificate of Occupancy
Demolition Permits	Sign Permits
Electrical Permits	Plumbing Permits
Gas Permits	Wiring Permits
Wood-Stove Periodic Inspection Permits	

Building permits are issued to ensure compliance with the Commonwealth of Massachusetts' State Building Code and the Town's Zoning Bylaw relating to the inspection, materials, construction, demolition, alteration, repair, height, area, location and use of land, buildings and other structures within the Town. Permits are required for virtually all construction projects, including roofing, siding, pools, fencing over 6' tall, pellet/wood stoves and accessory buildings of 120 square feet or more. Please see fee schedule for specific permit types.

Process for Obtaining Permit(s): All construction requires a building permit. For advice regarding compliance with zoning ordinances and sign regulations and for permit applications, please contact the Building Commissioner. Building permit applications may be picked up at Town Hall at the Building Department's office, during office hours.

All building permit applications for new construction must first obtain approval from the Zoning Enforcement Officer. Zoning approval requires the submission of a building permit application and a plot plan, indicating the location of the structure and setbacks from the front, side and rear lot lines. This approval precedes other approvals to assure that both the lot and structure conform to the Westminster Zoning Bylaws. Non-conformance with the Zoning Bylaws may require a hearing before the Zoning Board of Appeals to acquire a special permit or variance prior to obtaining a building permit.

Advertising Requirements: Not applicable

Time Frame for Public Hearing: Not applicable

Time Frame for Decision: After all required documentation and plans are submitted, permit review shall not exceed 30 days.

Validity of Permits:	Building permits become void: <ol style="list-style-type: none">1. if the work permitted is not started within six (6) months; or2. after the date on the permit, if operations are discontinued for a period of one year; or3. upon completion of operations; or4. two years from the date on the permit; or5. if violations of the terms of the permit or the State Building Code occur.
Appeal Process:	<p><u>BUILDING</u>: Code appeals to Massachusetts Building Board of Appeals.</p> <p><u>ELECTRICAL</u>: Submit a request in writing regarding the appeal to the Board of Electricians' Appeals, 239 Causeway Street, Suite 500, Boston, MA 02114, the notice of disapproval received by the wiring inspector, and a check or money order for \$75 made payable to the Commonwealth of Massachusetts.</p> <p><u>PLUMBING & GAS</u>: Call Board of State Examiners of Plumbers and Gas Fitters at 617-727-9952 to obtain an application to appeal. \$75 fee for application.</p>
Fee Schedule:	See table on following page.
Applicable Local, State and Federal Statutes:	Mass. Building Code 780 C.M.R.

BUILDING DEPARTMENT FEE SCHEDULE

Permit/ Service	Fee
Building	
1 & 2 Family Dwellings (R-3 or R-4); New Construction, Additions, Alterations or Renovations, and Accessory Buildings including Roofing and Siding	\$25 + construction value X .008 (\$25 for value < \$1,000)
Multi-Family (R-2), Commercial, Industrial and Non-Residential New Construction: Additions, Alterations or Renovations and Accessory Buildings	\$25 + construction value X .008 (\$50 minimum)
Municipal	Same as Non-Residential Fees Above or Fee May Be Waived By Selectmen
Swimming Pools	\$50 Above-Ground \$100 In-Ground
Demolition	\$25 + Value of Demo X .002
Signs 1 – 10 sq. ft. Signs > 10 sq. ft.	\$25 \$25 + \$2 per additional sq. ft.
Solid Fuel Burning Appliance	\$ 25
Smoke Detector Installation/Upgrade Fire Department Review & Inspection	\$ 25 May be included in Building Permit Fee
Occupancy Permit for Construction valued at greater than \$15,000 (Final Occupancy to be included in base fee)	Original Permit Fee X .05 (nearest whole dollar)
Temporary Occupancy only as allowed by 780 CMR (90 days maximum)	Original Permit Fee X .10
Building - Additional Fees	
Special Inspection Fee (including re-inspection)	\$ 25 Minimum
Special Plan or Site Review including Engineering Services	\$ 25 Minimum + Applicant may be charged any cost incurred for such services
Replacement of Lost Building Permit Card	1/3 Original building Permit Fee Maximum
In Addition to the Permit Fee, a Penalty of Double the Fee will be charged if construction is begun before a permit is issued.	
Plumbing	
Residential: Each Dwelling Unit	\$ 125 + \$5 per Fixture (includes up to 3 inspections)
Residential: Additions/Renovations	\$ 75 + \$5 per Fixture (includes up to 2 inspections)
Residential: Repair Work	\$30 Minimum
Residential: Replacement or Addition of Electric or Gas Water Heaters, Appliances, and Sewer Tie-In	\$30
Commercial/Industrial: New Construction	\$200 + %5 per fixture minimum
Commercial/Industrial: Alteration/Repair	\$75 + \$5 per fixture minimum
Commercial/Industrial: Commercial Repair	\$30 minimum
Gas	
Gas/Water Appliance Replacement	\$30.00 plus
Plumbing & Gas – Other Fees	
Inspections including Re-inspections	\$ 25 minimum
Special Inspections	\$ 25 minimum
Fees for Municipal Work	Based on Commercial/Industrial fees or may be waived by Board of Selectmen
Special Plan or site Review including Engineering Services	\$25 minimum + applicant may be charged any costs for such services

BUILDING DEPARTMENT FEE SCHEDULE (continued)

Permit/ Service	Fee
Electrical- Residential	
New Dwelling Unit	\$ 250
each additional attached unit	\$150 (fee includes up to 4 inspections per unit)
Repair, additions & Alterations	
Construction Value < \$5,000	\$ 150.00 plus service
Construction Value \$5,000 - \$25,000	\$25
Construction Value \$25,000 - \$50,000	\$50
Construction Value \$50,000 - \$100,000	\$100
Construction Value > \$100,000	\$150
Service change	
200 Amp	\$30
100 Amp	\$25
Swimming Pool	
Above-Ground	\$25
In-Ground	\$50
Temporary Service	\$25
Oil & Gas Burners	\$25
Fire & Burglar Alarms	\$25
Electrical- Non-Residential (Commercial & Industrial)	
New Construction/Additions	\$100 minimum (fee includes up to 4 inspections)
Repair & Alteration	\$25 minimum
Municipal	Same as Non-Residential fees above or may be waived by Board of Selectmen
Electrical- Other Fees	
Inspections	\$25 minimum
Special Inspection fee (including re-inspection)	\$25 minimum
Special Plan or Site Review including Engineering Services	\$25 minimum + applicant may be charged any costs for such services
Misc. - Other Fees	
Wood Stove Permit	\$25

Building Permit Notes

- Check with department for recent fee amendments.
- Filing fees shall be waived for agencies of the Town of Westminster, Filing fees shall also be waived for any handicap ramp built to a residential unit, which unit is used strictly for residential purposes.
- Special Fees: The payment of the fee for the construction, alteration, removal or demolition and for wall work done in connection with or concurrent with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of sign or display structures, marquees or other appurtenant other privileges or requirements, both within and without the jurisdiction of the department of building inspection. Permit fees not covered by this ordinance shall be set as determined by the building commissioner.

Building Permit Notes (continued)

- New Construction and Alterations: The fees for a building permit shall be based on the volume of the structure unless prescribed as otherwise in this ordinance. The building commissioner is authorized to establish (by approved rules) a schedule of unit rates for buildings and structures of all use groups and types of construction as classified and defined in Article 2 of the State Building Code.
- Refunds: In the case of a revocation of a permit or abandonment or discontinuance of a building project, the volume of the work actually completed shall be computed and any excess fee for the incomplete work shall be returned to the permit holder; except that all penalties that may have been imposed on the permit holder under the requirements of the Basic Code shall first be collected.
- Fees for Work Started Prior To Obtaining Permits: Excepting emergencies as determined by the building commissioner, the fee for the work will be double the normal fee.

Electrical Permit Notes

- All permit fees, after issuance of permits, are **NOT** refundable.
- The Electrical Inspector will determine all fees not specifically listed.
- Permits not filled pursuant to MGL Chapter 143 will be doubled (within five (5) days of commencing work).

PLANNING DEPARTMENT

Department:	Planning
Public Liaison:	Domenica Tatasciore, Town Planner 978-874-7414 dtatasciore@westminster-ma.gov
Board/Commission/Committee:	Planning Board
Meeting Schedule:	Second & Fourth Monday of each month, 7:00 pm, Room 222 in Town Hall.
Members:	Consists of five elected members. Andy Sears, Chairman M. Donald Barry William C. Taylor, II Marie Auger, Vice Chairman Michael Fortin
Description of Board	Established by M.G.L. c. 41 s. 81A and governed by local zoning ordinances and subdivision rules and regulations
Permits Issued:	Subdivision approval ANR endorsement Special Permits for Cluster Development Site plan approval Zoning Bylaw recommendations

Approval Not Required (ANR) Plans : These involve the division of land located on an established roadway, or the simple adjustment of lot lines. An ANR endorsement means that the particular division of land does not require approval under the subdivision control law. To obtain ANR endorsement from the Planning Board, you will need to obtain a Form A and instruction sheet from the Town Clerk or Town Planner. The instructions will guide you through the Board's requirements and your obligations. ANR endorsement is usually granted at a regular meeting of the Planning Board within 21 days of the submission of plans to the Board.

Subdivision of Land is the creation of new lots by dividing land, which will also require the construction of a new roadway to provide access. There are preliminary and definitive subdivision plans. Preliminary plans are mandatory for non-residential subdivisions and optional for residential subdivisions, but strongly recommended for both. Form B-1 & B are used when applying for preliminary & definitive subdivision approval, respectively. A public hearing is required, as well as construction schedules and covenants or bonds to ensure proper completion of required improvements.

Special Permits are issued only for uses that are in harmony with the general purpose and intent of the Zoning Bylaw, and are subject to general and specific provisions set forth in the Zoning Bylaw. The Zoning Board may impose conditions, safeguards and limitations on time and use. A special permit application requires a public hearing to be held within 65 days of the date of submission, with a decision by the Board within 90 days of the close of the hearing. Special permits are issued at the discretion of the Board and must be recorded in the Registry of Deeds to become effective. Special permits lapse if the rights authorized under the issuance of the permit are not exercised within a period of two years of the date of issuance.

Process for Obtaining Permit(s):	Have completed applications stamped in the Town Clerk's office prior to submitting to the Planning Department. Application instructions are included with application form. A pre-application conference with the Town's various Boards/Departments is strongly encouraged and recommended; please contact the Town Planner regarding this matter.
Advertising Requirements:	Responsibility for advertising requirement is assumed by the Town and will be paid by the applicant. Abutter notification and legal ads published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing is required for all subdivision, site plan and special permit applications.
Time Frame for Public Hearing:	Upon submission of complete application, the Planning Board will schedule a hearing as soon as possible, usually within one-month from date of submittal
Time Frame for Decision:	Preliminary Subdivision Plan: 45 days Definitive Subdivision Plan preceded by Preliminary Plan: 90 days Definitive Plan where no Preliminary Plan was filed: 135 days ANR: 21 days Site Plan Review: 30 days after close of public hearing Special Permits: public hearing to be held within 65 days of submittal and decision within 90 days of close of public hearing Review period begins when complete application received by Planning Board
Appeal Process:	Within 20 days after decision is filed, filed in accordance with M.G.L. c. 40A s.17. Preliminary subdivisions, Site plans and ANRs are not subject to appeal.
Fee Schedule:	See table on following page.
Applicable Local, State and Federal Statutes:	M.G.L. Chapters 40A & 41 Town of Westminster Zoning Bylaw (Chapter 205) and Subdivision Rules & Regulations (Chapter 231)

PLANNING DEPARTMENT FEE SCHEDULE
(Check with department for recent fee amendments)

Permit	Fee	Form
Subdivision Approval Not Required Plans (ANRs)	\$ 100 for 2 or less lots \$100 + \$100.00/lot for 3 or more lots	Form A
Subdivision Plan (Preliminary)	\$ 500 + \$50/lot	Form B-1
Subdivision Plan (Definitive)	\$ 1,500 + \$5/linear foot of roadway	Form B
Modification to Approved Plan (Definitive)	\$500 + \$1/linear foot of modified roadway + \$5/linear foot of additional roadway	
Request for Extension of Time to complete road	\$200	Written Request
Site Plans	\$ 100 plus either: 1. \$250 for projects under 10,000 ft ² 2. \$500 for projects over 10,000 ft ²	Site Plan Form
Special Permits	\$200	Form B
Request for Lot Release	\$75/lot	Written Request
Fees not Directly Related to Permits		
Subdivision Rules & Regulations*	\$ 10	N/A
Zoning Bylaw*	\$ 10	N/A

*Available at Town Clerk's Office.

ZONING BOARD OF APPEALS

Board/Commission/Committee:	Zoning Board of Appeals
Staff Liaison:	Town Clerk
Meeting Schedule:	Every third Thursday and posted on the Town Hall bulletin board
Members:	Consists of appointed members Don Frigoletto, Jr. Matthew Kotoski Peter Romano Also consists of two associate members John Bowen Michael Greenwood
Description of Board/ Commission/Committee:	Provides relief from zoning dimensional requirements and hears appeals
Permits Issued:	Variances Appeals of Order or Decisions of Building Commissioner Special Permits
Process for Obtaining Permit(s):	Variance applications may be obtained at the Town Clerk's Office. Application instructions are included with application form. Have completed application stamped with Town Clerk's office prior to submitting to the Zoning Board of Appeals
Advertising Requirements:	Legal ad published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing. Responsibility for advertising requirement is assumed by the applicant.
Time Frame for Public Hearing:	Within 65 days from the date of filing of completed application.
Time Frame for Decision:	Within ninety days following date of the public hearing. Copies of the decision must be filed with the Town Clerk within fourteen days in the office.
Appeal Process:	Applicant may appeal within 20 days of filing of decision with the Town of Westminster
Fee Schedule:	See Zoning Board of Appeals Fee Schedule
Applicable Local, State and Federal Statutes:	MGL Chapter 40A & 40B Westminster Zoning Bylaw

ZONING BOARD OF APPEALS FEE SCHEDULE

(Check with Town Clerk's Office for recent fee amendments)

Permit	Fee
Residential Uses R-I, R-II, R-III Zones (excludes subdivisions & clusters)	\$200.00
Commercial	\$1,500 for each single structure
Industrial	\$1,500 for each single structure
Comprehensive Permit – 40B	\$2,000 + \$200 per unit for every unit over ten (10)
Wireless Communication Towers & Facilities	\$2,500 (free for Town of Westminster)

CONSERVATION COMMISSION

Board/Commission/Committee:	Conservation Commission
Public Liaison:	Bob N. Maki, P.E., Conservation Agent 978-874-7413 bmaki@westminster-ma.gov
Office Hours:	8 a.m. – 11 a.m. Monday & Tuesday 8 a.m. – 10 a.m. Wednesday
Meeting Schedule:	Every third Wednesday and posted on the Town Hall bulletin board
Members:	Consists of seven appointed members: Daniel Bartkus, Chairman Gregg Buckman, Co-Vice Chairman Gary Smith, Jr., Co-Vice Chairman Tim Sheehan Robert Gendron Carrie Monty John Regan
Description of Board/ Commission/Committee:	The Westminster Conservation Commission's mission is to protect the Town's wetlands by administering the MA Wetlands Protection Act and the Town's Wetlands Bylaw (Chapter 202). They Commission also protects the resources in the Town of Westminster through acquisition, management, education, and regulations: to act as a liaison between the public and other governmental agencies in protecting our natural resources and to become an environmental /educational resource for citizens, groups, organizations, as well as local, State and Federal agencies.
Permits Issued:	Order of Conditions Extension Permit for Order of Conditions Determination of Applicability Order of Resource Area Delineation Enforcement Orders Certificates of Compliance Emergency Certifications Building Permit Signoff
Process for Obtaining Permit(s):	Applications may be copied from http://www.mass.gov/dep/water/approvals/wwforms.htm
Advertising Requirements:	Legal notice must be published at least five (5) business days prior to a hearing and sent to abutters within 100 feet. Responsibility for payment of advertising, in the Gardner News, is assumed by the applicant.
Time Frame for Public Hearing:	The Commission requires that filing a Request for Determination or Notice of Intent be made no later than 15 days prior to the scheduled hearing. A copy must also be sent to the Massachusetts Department of Environmental Protection (Central Region).
Time Frame for Decision:	Twenty-one (21) days after the close of the public hearing.
Appeal Process:	Appeals may be made by applicant, landowner, any aggrieved person, abutter, group of 10 citizens, or Massachusetts Department of Environmental Protection (DEP) and must be submitted to DEP within ten (10) days of permit review decision.
Fee Schedule:	Call for Wetland filing fee and for legal notice of hearing fee.

**Applicable Local, State and
Federal Statutes:**

M.G.L. Chapter 131, Section 40;
Massachusetts Wetlands Protection Act & Rivers Protection Act
Westminster Town Bylaws (Chapter 202)

BOARD OF SELECTMEN

Board/Commission/Committee: Board of Selectmen

Public Liaison: Karen Murphy, Town Administrator
978-874-7400
kmurphy@westminster-ma.gov

Betty Kazan, Executive Assistant
978-874-7408
bkazan@westminster-ma.gov

Office Hours: 8:00 am- 4:30 pm, Monday – Thursday
8:00 am- 1:00 pm, Friday

Meeting Schedule: Please contact the Executive Assistant for information.

Members: John Fairbanks, Chairman
Laila Michaud, Vice Chairman
Joseph Flanagan, Clerk

Description of Board/Commission/Committee: Main legislative body for the Town of Westminster

Permits Issued – Board of Selectmen:	Special Permit – Earth Removal	Yard Sale	Fill Permit
	Common Victualler License	Automatic Amusement	
	Class II Use Car License	Class III Junk License	

**Permits Issued –
Executive Assistant:** While the Liquor Commissioners handles the following permits, the Executive Assistant assists with the following applications: Liquor – All Alcohol; Liquor Package - Beer & Wine; Liquor – Package All Alcohol; Liquor – Club All Alcohol.
The Executive Assistant also assists with Gazebo Rental applications.

Process for Obtaining Permit(s): Most permit applications may be picked up at the Town Administrator’s office during normal business hours. Applications are filed with and approved permits picked up at the department where applications are obtained.

Advertising Requirements: For Special Permits, legal ad published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing. Responsibility for advertising requirement is assumed by the town.

Time Frame for Public Hearing: Within 65 days from the date of filing of completed application.

Time Frame for Decision: No statutory time frame except for Special Permits. For Special Permits: within ninety days following date of the public hearing. Copies of the decision must be filed with the Town Clerk within fourteen days in the office

Appeal Process: Within 20 days after decision is filed, filed in accordance with M.G.L. c. 40A s.17.

Fee Schedule: See table on below.

**Applicable Local, State
and Federal Statutes:** MGL Chapters 40A & 140
Town of Westminster Ordinances

BOARD OF SELECTMEN PERMIT FEE SCHEDULE
(Check with department for recent fee amendments)

Permit/ License - Board of Selectmen	Fee
Fill Permit	\$5.00
Yard Sale	\$1.00
Common Victualler License	\$50.00 annually
Automatic Amusement	\$50.00 each
Class II – Used Car	\$50.00
Class III – Junk	\$50.00
Special Permits – Board of Selectmen	
Earth Removal	\$200
Permit/License – Administrative Assistant	
Liquor – All Alcohol	\$750.00
Liquor – Package Beer & Wine	\$400.00
Liquor – Package All Alcohol	\$600.00
Liquor – Club All Alcohol	\$500.00
Gazebo – Rental	Various

TOWN CLERK'S OFFICE

Department: Town Clerk's Office

Staff Liaison: Denise MacAloney, Town Clerk
978-874-7406
dmacaloney@westminster-ma.gov

Betsy Haley-Cormier, Assistant Town Clerk
bhaley-cormier@westminster-ma.gov

Ellen Sheehan, Clerk
esheehan@westminster-ma.gov

Office Hours: 8:00 am- 4:30 pm, Monday – Thursday
8:00 am- 1:00 pm, Friday

Board/Commission/Committee: Not applicable

Permits/Certificates Issued:	Business License	Vital Records
	Dog License	Voter Registration
	Passports	Notary
	Raffle Permit	Fishing/Hunting License
	Burial Permit	Beach Pass
	Kennel License	ZBA Application Filings

Process for Obtaining Permit(s): Applications are available during normal business hours.

Advertising Requirements: For ZBA Applications for Variance and Special Permits only. Legal ad published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing. Responsibility for advertising requirement is assumed by the town.

Time Frame for Public Hearing: Within 65 days from the date of filing of completed application.

Time Frame for Decision: Within ninety days following date of the public hearing. Copies of the decision must be filed with the Town Clerk within fourteen days in the office

Appeal Process: Applicant may appeal within 20 days of filing of decision with the Town of Westminster

Fee Schedule: Please see attached schedule.

TOWN CLERK PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/Certificate - Miscellaneous	Fee
Business Certificate	\$20
Vital Records	\$5
Voter Registration	Free
Passports	\$100
Notary	Free
Raffle Permit	\$10
Burial Permit	Free
Beach Pass	Free
Permit/License – Dog & Kennel	
Kennel License	
4 or Less Dogs	\$55
5-10 Dogs	\$65
Over 10 Dogs	\$90
Dog License	
Neutered or Spayed	\$25
Not Neutered or Spayed	\$30
Permit/License – Fishing & Hunting	
Resident Fishing	\$28.50
Resident Minor Fishing (Age 15-17)	\$12.50
Resident Fishing (Age 65-69)	\$17.25
Resident Fishing (Age 70+ or paraplegic, blind, mentally retarded)	Free
Non-Resident Fishing	\$38.50
Non-Resident Fishing (3 day)	\$24.50
Resident Fishing (3 day)	\$13.50
Non-Resident Fishing (Age 15-17)	\$12.50
Quabbin One Day Fishing	\$6.00
Resident Citizen Hunting	\$28.50
Resident Hunting (Age 65-69)	\$17.25
Resident Hunting, Paraplegic	Free
Resident Alien Hunting	\$28.50
Non-Resident Hunting, Big Game (Deer, Bear, Turkey and other game species)	\$100.50
Non-Resident Hunting, Small Game only	\$66.50
Non-Resident Commercial Shooting Preserve (1 Day)	\$11.00
Resident Minor Hunting (Age 15-17)	\$12.50

Resident Commercial Shooting Preserve (1 day)	\$11.00
Resident Sporting	\$46.00
Resident Sporting (Age 65 – 69)	\$26.00
Resident Sporting (Age 70 +) – includes trapping	Free
Resident Minor Sporting (Age 15-17)	\$14.00
Resident Trapping	\$36.50
Resident Minor Trapping (Age 12-17)	\$12.50
Resident Trapping (Age 65-69)	\$21.25
Duplicate Fishing	\$2.50
Duplicate Hunting	\$2.50
Duplicate Sporting	\$2.50
Duplicate Trapping	\$2.50
Archery Stamp	\$5.10
Waterfowl Stamp	\$5.00
Primitive Firearms Stamp	\$5.10
Wildlands Stamp, Resident	\$5.00
Wildlands Stamp, Non-Resident	\$5.00
Trap Registration Number (Boston Office)	\$5.00
Trap Registration Number Renewal	\$5.00
Non-Resident Trapping Permit (Westborough Office)	\$200.00
Resident Furbuyer	\$30.00
Non-Resident Citizen/Alien Furbuyer	\$90.00

DEPARTMENT OF PUBLIC WORKS

Department:	Department of Public Works
Staff Liaison:	Joshua W. Hall, P.E., Director of Public Works 978-874-5572 jhall@westminster-ma.gov William D. Ahearn, Highway Superintendent 978-874-5572 wahearn@westminster-ma.gov Robert N. Hill, Water/Sewer Foreman, Cross Connection Coordinator 978-874-5572
Office Hours:	7:00 am- 3:30 pm, Monday – Friday
Commission:	Public Works Commission
Meeting Schedule:	Meetings are held every 2 nd and 4 th Tuesday at the Public Works Office at 7:00 p.m., as posted on the Town Hall bulletin board.
Members:	Lorraine J. Emerson, Chair Alan E. Bedard, Vice-Chair Vance A. Butterfield, Clerk
Description of Commission:	The Commissioners have the powers and duties of all matters relating to Public Works, i.e. as Water Commissioners, Sewer Commissioners and Road Commissioners of the Town.
Permits Issued:	Street Opening Permit Trench Permit Establishment of Entrance to Property from Right Of Way Application for Water Installation Application for Sewer Service Installation Solid Waste Drop-Off Center Vehicle Permit Solid Waste Drop-Off Center Special Item Permit
Process for Obtaining Permit(s):	Applications may be obtained at the DPW office, 2 Oakmont Avenue, during regular business hours or online at www.westminster-ma.gov
Fee Schedule:	Fees are shown in table below
Applicable Local, State and Federal Statutes:	M.G.L. Chapter 83 and 84

HIGHWAY DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Street Opening Permit	\$NA
Establishment of entrance to property from right of way	\$NA
Trench Permit	\$10.00

WATER DEPARTMENT FEE SCHEDULE

(Check with department for recent fee amendments)

Service	Fee
Meter Turn On/Off	\$75.00
Unscheduled Meter Reading	\$75.00
Hydrant Use Fee	\$100.00 plus water usage
Backflow Device Test	\$50.00
Backflow Device Test (Re-test)	\$75.00
Connection	Fee
¾" Tap	\$2,500.00
1" Tap	\$3,000.00
1 ½" Tap	\$3,500.00
2" Tap	\$5,000.00
For each additional 2" pipe diameter increase, above 2" Tap, \$5000.00 base plus \$2,500.00 per 2" increase. Example 8" Tap: \$5,000.00 + \$7,500.00 = \$12,500.00	

SEWER DEPARTMENT FEE SCHEDULE

(Check with department for recent fee amendments)

Application/Service/Connection	Fee
Betterment/Privilege Fee	Call the office
Connection Fee	\$1000.00
Inspection Fee	\$75.00

SOLID WASTE DEPARTMENT SPECIAL PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Item	Fee
Appliances (containing Freon) Freezers, refrigerators, air conditioners, dehumidifiers, water coolers	\$30.00
Appliances (not containing Freon) Stoves, washers, water heaters, dryers, furnaces, water tanks	\$25.00
CRT's (Cathode Ray Tubes) Television's & Computer Monitors	\$20.00
Tires (car size only, no rims, 4 tires per year per permit)	\$8.00
Propane tanks (20 lb. barbeque grill size, no other tanks)	\$10.00
Mattress (any size, box spring no cost)	\$20.00

FIRE DEPARTMENT

Department: Fire Department

Staff Liaison: Brenton MacAloney, Fire Chief
978-874-2313, Business Calls

Kevin Nivala, Captain
978-874-2313

Fire Prevention Bureau
978-874-2313

Office hours: 8:00 am- 4:30 pm, Monday- Friday.

Permits Issued:	Registration of Underground Tanks	Gun Powder Permits
	Fire Reports from Insurance Company	Rocket Permits
	L.P. Gas Permits	Power Burner Permits
	Removal of Underground Storage Tanks	Flammable Fluid Permits
	Transportation of Flammable Fluid/Tank Trucks	Home inspections
	Review Prints/New Home (smoke detectors)	Fireworks
	Smoke Detector Inspection/New Homes/Resale	Blasting Permits

Process for Obtaining Permit(s): Permits are obtained and filed and fees paid at 7 South Street.

Fire Department approval of fire protection and/or notification systems, including smoke and CO alarms, is required prior to issuance of a building permit involving the addition of a bedroom or major upgrade of a building.

In addition, plan approval is required prior to issuance of a building permit for the construction of certain commercial and industrial structures. Plans must include adequate fire suppression and/or notification systems and may require sprinkler systems and a fire protection narrative.

Definitive Subdivision Plans shall be provided with adequate fire protection installation and maintenance in accordance with the Department's "Fire Protection Water Supply Regulations".

Time Frame for Decision: Not applicable

Appeal Process: Not applicable

Fee Schedule: See table below

Applicable Local, State and Federal Statutes: M.G.L Chapter 148

FIRE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee	Form
Blasting Permits	\$25	FP6
Bonfires – Ceremonial	Free	FP6
Burning Christmas Trees	\$10	FP6
Cannon and Mortar Firing	\$25	FP6
Compressed Natural Gas	\$25	FP6
Cutting and Welding	\$25	FP6
Dust Explosion Prevention	\$25	FP6
Explosives or Black Powder Permit	\$10	FP6
Fire Protection Equipment	\$25	FP6
Fire Protection Systems	\$25	FP6
Fire Works Display Permit	\$25	FP6
Flammable and Combustible Liquids (Above Ground)		
Storage Tanks Installation: Under 5,000 Gallons	\$25	FP6
Storage Tanks Removal: Under 5,000 Gallons	\$25	FP6
Storage Tanks Installation: Greater than 5,000 Gallons	\$50	FP6
Storage Tanks Removal: Greater than 5,000 Gallons	\$50	FP6
Flammable and Combustible Liquids (Under Ground)		
Storage Tanks Installation: Under 5,000 Gallons	\$25	FP292
Storage Tanks Removal: Under 5,000 Gallons	\$50	FP292
Storage Tanks Installation: Greater than 5,000 Gallons	\$50	FP292
Storage Tanks Removal: Greater than 5,000 Gallons	\$50	FP292
Flammable Gases and Solids	\$25	FP6
Fuel Transfer Operations	\$25	FP6
Fumigation and Insecticidal Fogging	\$25	FP6
Hazardous Substances, Left Unattended	\$25	FP6
Limited Special Effects	\$25	FP6
LP Gas Storage Permits	\$25	FP6
Matches	\$25	FP6
Oil Burner Permit/Inspection	\$25	Form 1
Open Air Fires		
Cooking Fires	Free	None
Ceremonial and Educational	Free	FP6
Brush Burning Permits (Open Burning)		
Open Burning (January 15 – April 30) – one time fee/season	\$10	WFD Form
Agricultural – one time fee per week of burning	\$10	WFD Form
Ovens and Furnaces	\$25	FP6
Rubbish Containers (6 cubic yards or greater)	\$25	FP6
Salamanders	\$25	FP6
Smoke/Carbon Monoxide Inspection/Resale Certification		
One family unit	\$25	
Each additional unit above one	\$10 each	
Smoke/ CO Detector Inspection/Occupancy		
One and two-family dwellings	\$25	Building Permit
Three + family, commercial & industrial	\$25	Building Permit
Special Seasonal Decorations	\$25	FP6
Storage, Combustible Material	\$25	FP6

Tank Vehicles Parked Overnight (Per Unit)		
Tank Trucks less than 119 Gallons	\$25	FP44
Tank Trucks greater than 119 Gallons	\$25	FP44
Tanks and Containers	\$25	FP6
Tar Kettles on Roofs	\$25	FP6
Tire Storage	\$25	FP6
Torches and Heat Producing Devices	\$25	FP6
Transportation of Combustible Liquids	\$25	FP6
Inspections & Reports		
Safety Inspections	Free	WFD Form
Site Inspections	Free	N/A
Plan Reviews	Free	N/A
Fire Incident Report	\$5/report	FP32
Fire Narrative Report	\$5/report	WFD Narrative
Department Photographs	\$10/photo	N/A

POLICE DEPARTMENT

Department:	Police	
Staff Liaison:	Sam Albert, Police Chief 978-874-2933	
Office hours:	8:00 am- 4:00 pm (Traffic Bureau)	
Permits Issued:	F.I.D. Cards Holiday Permits Accident Report Record checks for Adoption, Hawkers, Peddlers, Raffles	Pistol Permits Police Reports Parade Permits
Process for Obtaining Permit(s):	Obtained Monday through Friday from 8:00 a.m. to 4:00p.m. at the Police station located at 7 South Street.	
Fee Schedule:	See table below	
Applicable Local, State and Federal Statutes:	M.G.L. Chapter 140, Sections 121-136	

POLICE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee	Notes
F.I.D. Cards	\$ 100 /6 yrs	Appointment Required
Pistol Permits	\$ 100/6 yrs	Appointment Required
Holiday Permits	free	Retail & Manufacture (7 day notice)
Incident Reports	\$ 2/Report	Come into Office
Accident Report	\$ 2/Report	Come Into Office
Parade Permits	Free	Come Into Office
Record checks for Adoption	Free	Come Into Office
Record checks for Peddlers	\$ 10	Come Into Office
Raffles	Free	See Police Chief

STAFF LIAISONS

Town Administrator	Karen Murphy	Town Administrator	978-874-7400
Town Clerk	Denise MacAloney	Town Clerk	978-874-7406
Health Department	Elizabeth Swedberg	Director	978-874-7409
Building Department	Michael Gallant	Building Inspector	978-874-7407
Planning Department	Domenica Tatasciore	Town Planner	978-874-7414
Zoning Board of Appeals	Denise MacAloney	Town Clerk	978-874-7406
Department of Public Works	Joshua Hall, P.E.	Director of Public Works	978-874-5572
Conservation Commission	Bob Maki	Conservation Commission Agent	978-874-7413
Fire Department	Brenton MacAloney	Fire Chief	978-874-2313
Police Department	Sam Albert	Police Chief	978-874-2933
Assessors Department	Robin Holm	Assessor	978-874-7401

LIST OF FEDERAL AND STATE PERMITS AND/OR APPROVALS

The following list was adapted from the North Andover Development Guidebook. The list is by no means exhaustive, and if any question exists you are encouraged to seek legal counsel. The majority of small development projects will not have need for any federal or state permits or approvals, but as projects increase in size and complexity, the applicant should be aware of the potential applicability of any one or more of the following:

Federal Permits

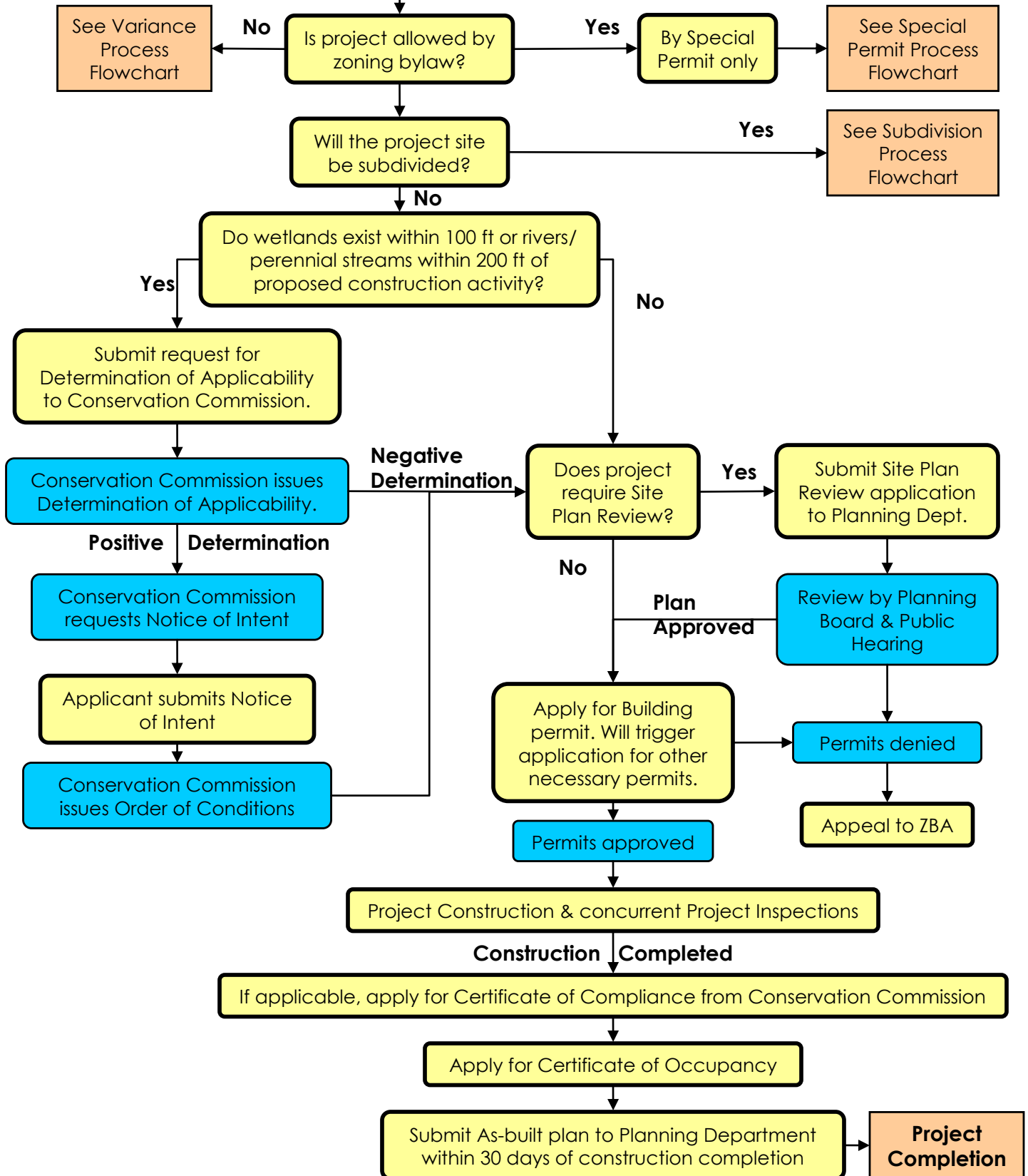
1. **National Environmental Policy Act, or "NEPA"** requires the preparation of an environmental impact statement (EIS) to assess the impact of a major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are either defined by statute or determined by agency officials.
2. **Clean Water Act, Section 404 Permit** requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain a permit from the Army Corps of Engineers. The permit may be a programmatic general permit, an individual permit or an official letter of permission.
3. **Clean Water Act, Water Quality Certification Approval** requires the state to determine whether certain activities meet state water quality standards; if they don't, the Corps of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. **Rivers and Harbors Act of 1899, Section 10 Permit** requires a federal permit from the Army Corps of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit
5. **National Flood Insurance Act and Flood Disaster Protection Act Certification** requires that banks not make, extend or review any loan secured by improved real estate located in an area having flood hazards, and in which flood insurance is available, unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. **Clean Air Act Permits or Approvals** may be required directly from the Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan, or SIP (see State Clean Air Act).
7. **National Historic Preservation Act Section 106 Review** requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historical Commission.
8. **Environmental Protection Agency Stormwater Notices of Intent and/or NPDES Permits** are required for stormwater discharges associated with certain industrial activities. Industrial activity was recently redefined to include "construction activity including clearing, grading, and excavation activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale". The project owner and operator are required to file a Notice of Intent and pollution abatement plan with the Environmental Protection Agency.

State Permits

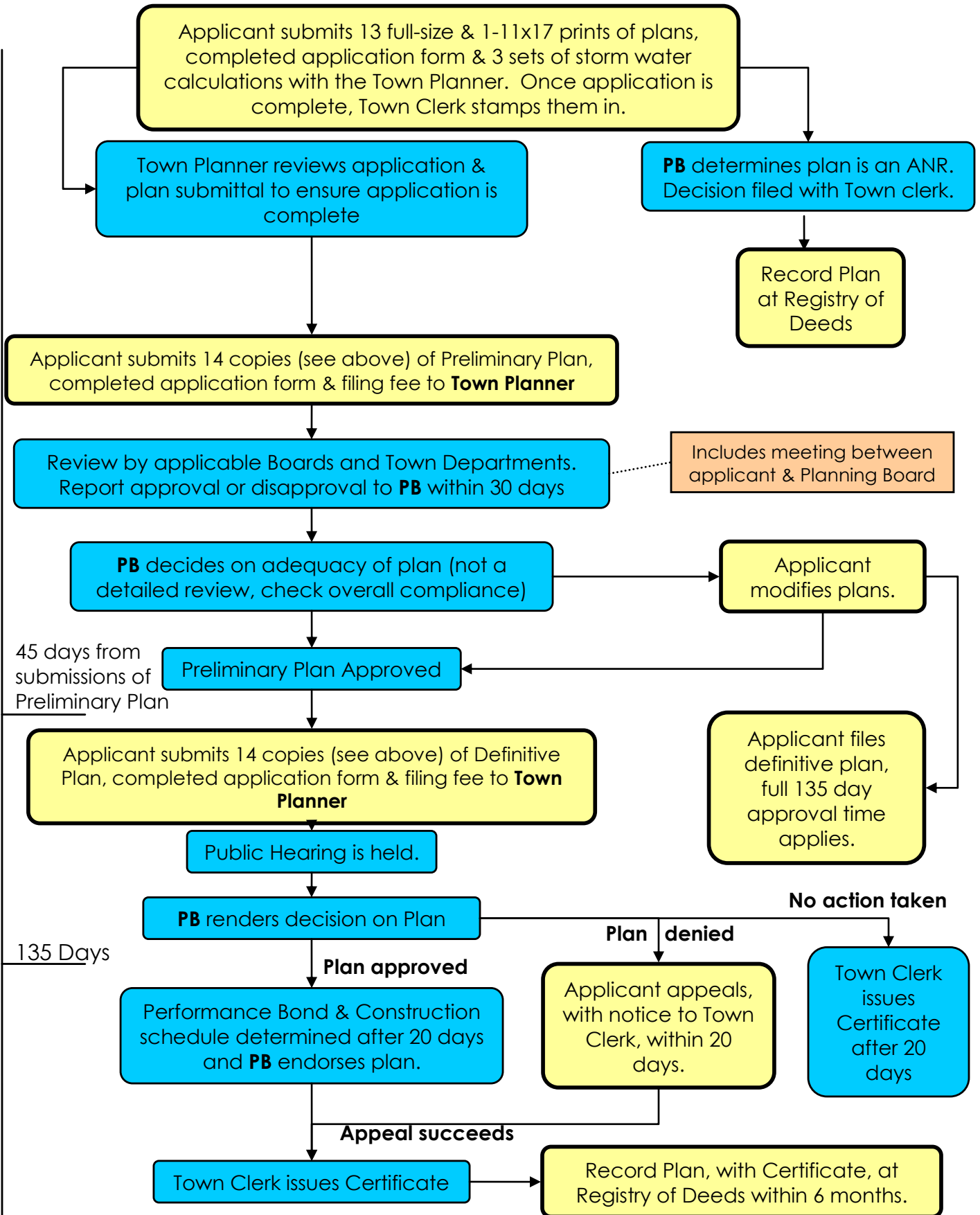
1. **Massachusetts Environmental Policy Act, or 'MEPA'** requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be **filed** if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.
2. **Massachusetts Clean Waters Act, Sewer Extension/Connection Permits** are required for the connection of a project to a sewer system unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Marlborough Westerly Wastewater Treatment Plant.
3. **Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits:** Surface Water Discharge Permits, administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharges to U.S. Waters and application should be made simultaneously to both agencies. A permit may also be required for stormwater discharges where runoff is substantially contaminated or if contamination exists because the discharge is located within an industrial area or is associated with industrial activity. If the project is in an unsewered area, a Disposal Works Construction Permit must be obtained from the local board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed, a groundwater discharge permit must be obtained.
4. **Waterways, Great Ponds and Tidelands Construction License** must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over 10 acres in their natural state) and tidelands.
5. **Massachusetts Clean Air Act Approval** must be obtained in writing from the Department of Environmental Protection for the plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source of air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, must notify DEP at least 10 working days prior to starting work, if it will create emissions that cause or contribute to a condition of air pollution.
6. **Massachusetts Endangered Species Act** prohibits taking or possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species available from the Division of Fisheries and Wildlife, and habitat maps available for inspection at City Hall from the Conservation Commission.
7. **Hazardous Waste Management Permits** may be required from the federal Environmental Protection Agency or state Department of Environmental Protection if any wastes generated by the project are hazardous, depending on the types of quantities generated; contact the Chicopee Fire Department for information.
8. **Massachusetts Historical Commission Approval** must be obtained if a designated historical or archeological landmark will be altered or affected by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.
9. **State Highway Access Permit** must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.

TOWN OF WESTMINSTER PROJECT REVIEW & APPROVAL PROCESS

Applicant obtains Permitting Guidebook, Zoning Bylaw, and any applicable regulations and permit forms.
Pre-application meetings with appropriate departments/boards are recommended.



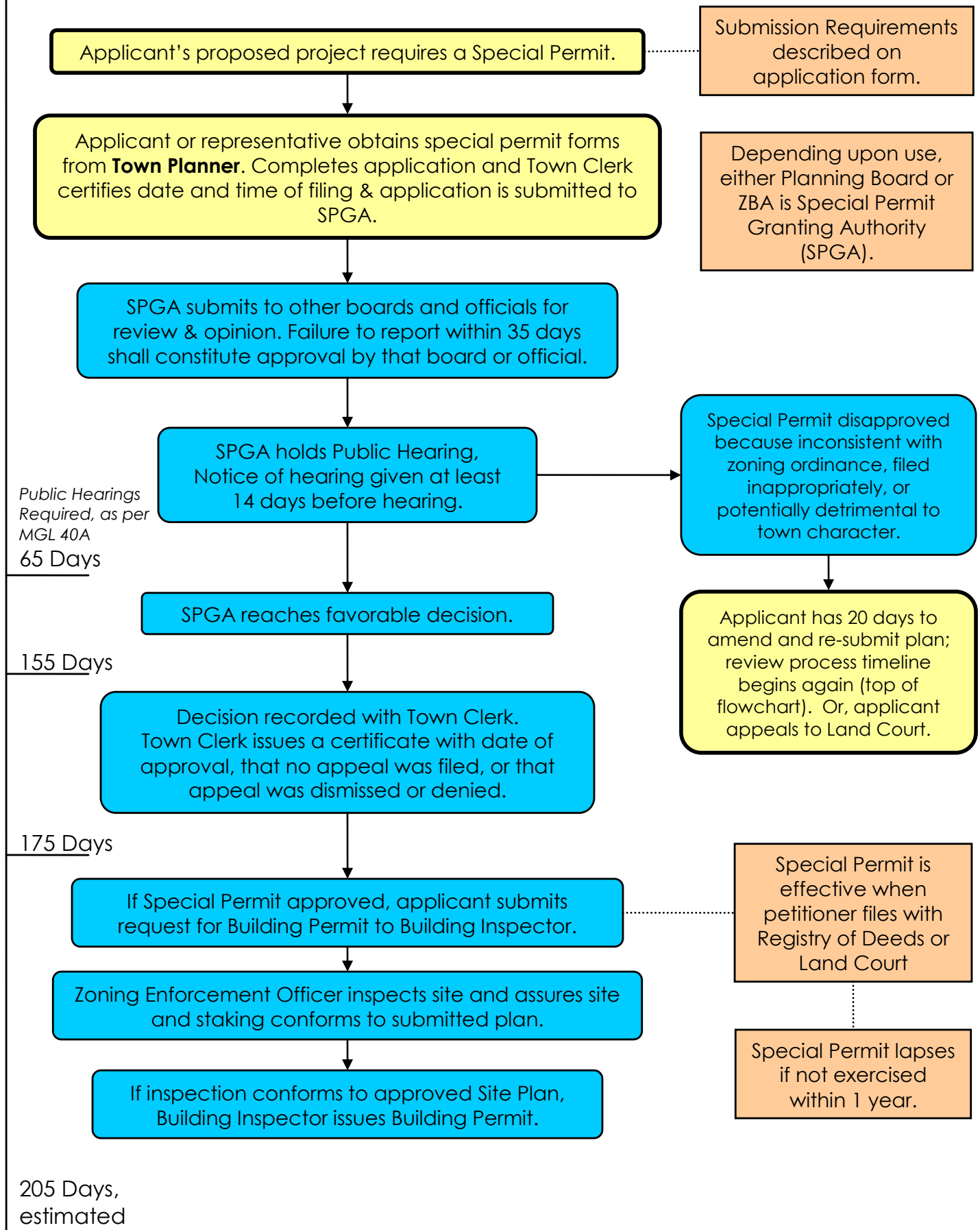
TOWN OF WESTMINSTER SUBDIVISION APPROVAL PROCESS



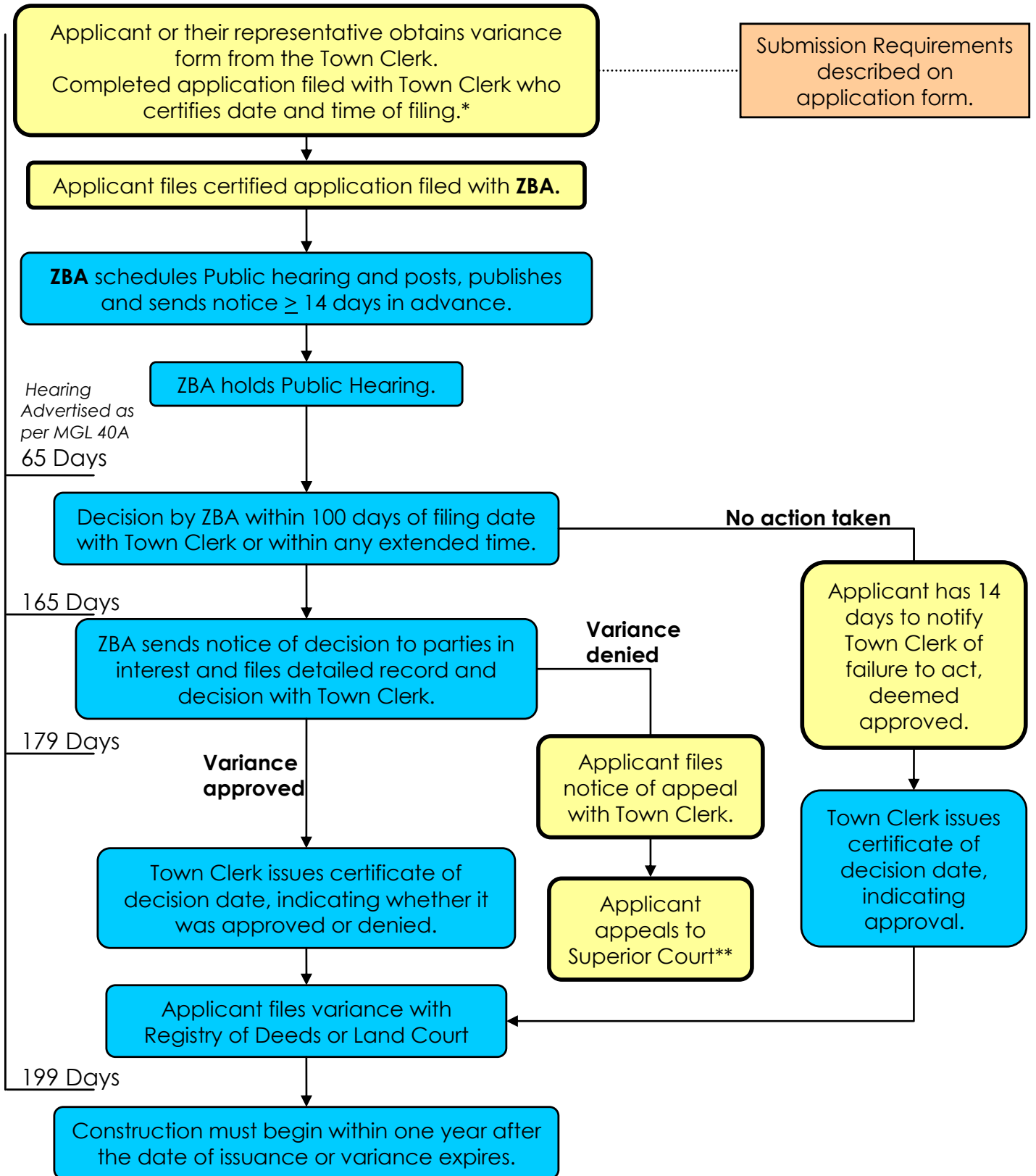
Submission of Preliminary Plan is optional for residential subdivisions only. If applicant submits only a Definitive Plan, the full 135 day review period applies

TOWN OF WESTMINSTER SPECIAL PERMIT PROCESS

(Consult M.G.L. Chapter 40A for complete and binding text.)



TOWN OF WESTMINSTER VARIANCE PROCESS



*Variances may only be sought for reasons relating to soil conditions, shape, or topography of a parcel.
 **Two years must elapse after an unfavorable decision has been issued either by the ZBA or the Superior Court, if ZBA decision was appealed, before applicant can request a Variance again, unless the ZBA consents to a repetition as specified in M.G.L. Chapter 40A, Section 16.