



Application for Zoning Determination

Town Of East Longmeadow
Building Development

OFFICE ONLY
Date Filed:

FILING INSTRUCTIONS: Deliver this form (no fee required) to the Building Department.
For digital submissions, please confirm receipt. A *complete* application will be processed within 30 days.
 The applicant must pick-up, or arrange for the receipt of, this processed form.

1) PROPERTY INFORMATION										
a. Street Address				b. Zoning District						
c. Assessor's Map				d. Lot(s)						
e. Registry of Deeds Book				f. Page						
g. Overlay Districts				<input type="checkbox"/> Aquifer Protection <input type="checkbox"/> Floodplain <input type="checkbox"/> Residential Business						
h. Previous Special Permits, Site Plan Approvals, Findings or Variances Issued for this Site										
2) APPLICANT & OWNER INFORMATION										
a. Applicant Name				b. Applicant Phone						
c. Applicant Email										
d. Applicant Mailing Address										
e. Applicant Relationship to Property				<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other:						
f. Representative Name (if any)				g. Rep. Phone						
h. Rep. Email										
i. Owner Mailing Address										
f. Owner Name (if different)				g. Owner Phone						
h. Owner Email										
i. Owner Mailing Address										
3) PROJECT & SITE DETAILS										
<i>NOTE: Any omission of requested information may result in an INCOMPLETE determination</i>										
	<i>Existing</i>				<i>Proposed</i>				-FOR BUILDING DEPT. REVIEW-REQUIRED / NCU	
					<input type="checkbox"/> No changes to building, site or lot					
a. Lot Size	SF				SF				LOT SIZE	<input type="checkbox"/>
b. Frontage	FT				FT				FRONTAGE	<input type="checkbox"/>
c. Front Lot Line	FT				FT				FRONT SB	<input type="checkbox"/>
d. Side Lot Line (Left/Right)	L:	FT	R:	FT	L:	FT	R:	FT	SIDE SB	<input type="checkbox"/>
e. Rear Lot Line	FT				FT				REAR SB	<input type="checkbox"/>
f. Building Height	FT				FT				BLDG HT	<input type="checkbox"/>
g. Total BLDG/Res Area	SF		SF		SF		SF		AREA LIM	<input type="checkbox"/>
h. BLDG Coverage (Footprint)	SF		% of lot		SF		% of lot		LOT COVER	<input type="checkbox"/>
i. Impervious Coverage ¹	SF		% of lot		SF		% of lot		IMPERVIOUS	<input type="checkbox"/>
j. Parking/Loading Spaces	P:		L:		P:		L:		PARKING	<input type="checkbox"/>
k. Bicycle/EV Charge Spaces	B:		EV:		B:		EV:		BIKE/EV	<input type="checkbox"/>
l. Signs (Size & Type)	x		T:		x		T:		SIGNS	<input type="checkbox"/>
m. Fence (Size & Type)	LIN	FT	T:		LIN	FT	T:			
n. Wetland Area	SF				SF					
o. Utility Services	<input type="checkbox"/> Town Water <input type="checkbox"/> Town Sewer				<input type="checkbox"/> Town Water <input type="checkbox"/> Town Sewer				NON-CONFORMING USE	<input type="checkbox"/>

¹Buildings, roofs, driveways, pavements (including gravel), etc. are regulated in the Water Resource Protection District

p. Current Use of Property	
q. Proposed Use of Property	
r. Project Description	
s. I have attached additional narrative, plans or supporting materials <i>(any oversize plans should also be included in an 8.5 x 11" format)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
t. Work is proposed in or within 100' of a wetland or 200' of a stream/river, or construction will occur within the Floodplain district. <i>If so, CONSERVATION COMMISSION review is required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
u. The project will require a <u>STORMWATER PERMIT</u> if it disturbs 1 acre or more, or if it disturbs less than an acre but at least 2 out of the 3 following conditions: 1) is located within 100' of an existing or proposed inlet to any storm drain, catch basin, or other storm drain system component discharging into any lake, pond, river or wetland; 2) will result in a slope of 15% or greater; 3) disturbs greater than 10,000sf of area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
v. The project² will increase at least one of the following by 25% or more: gross floor area, motor vehicle traffic at or to the site, number of parking spaces, number of tenants or employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No

²Non-Residential and Multi-Family (3+) Residential projects only

4) CERTIFICATION	
<i>This determination is based only on the information provided, which I represent as accurate. The issuance of a Zoning Determination does not relieve the Applicant of the responsibility to obtain other zoning or non-zoning permits, as may be required, and this determination is based on the zoning in effect at the issue date and grants no protection from any pending or future zoning changes. Additional information may be requested and required to properly process this form. Any non-zoning related comments provided are cursory in nature; Applicants should follow-up with appropriate Town Departments. Sec. 4.060(E)(b) of the East Longmeadow General Bylaws authorizes the denial of a license or permit where an outstanding debt or obligation to the Town exists.</i>	
Signature	Date

Applicant Applicant's Representative

ZONING DETERMINATION - OFFICE USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied: <input type="checkbox"/> The proposed use is not permitted in the subject zoning district <input type="checkbox"/> Only permissible with variance relief from the Zoning Board of Appeals			
<input type="checkbox"/> Approved <i>Pending additional approval:</i>			
<u>Per Zoning Bylaw Section(s)</u>	<u>Required Permit(s)</u>	<u>Approval Required</u>	<u>Permitting Authority</u>
	<input type="checkbox"/> Building Permit(s)	<input type="checkbox"/> Special Permit(s)	<input type="checkbox"/> Planning Board
	<input type="checkbox"/> Electrical Permit(s)	<input type="checkbox"/> Site Plan Review/Waiver	<input type="checkbox"/> Board of Appeals
	<input type="checkbox"/> Plumbing/Gas Permit(s)	<input type="checkbox"/> Variance	<input type="checkbox"/> Town Council
Town Building Official		Issue Date	

*This determination may be appealable to the Zoning Board of Appeals under the provisions of MGL Ch. 40A Sec. 8.
Revised 05/12/2022*