



Administrative Appeal Public Hearing Instructions

Town Of East Longmeadow
Planning & Community Development

What to expect after filing an application for Administrative Appeal with the Planning Department.

Before the public hearing:

1. The [Planning Department](#) will send legal notice of the public hearing, to be advertised twice in The Reminder newspaper in accordance with MGL Chapter 40A §11.
Note: *This notice is at the expense of the applicant. The Reminder will mail an invoice directly to the applicant's address provided on the application.*
2. The [Planning Department](#) will mail notice of the public hearing to the mailing list generated by the Certified Abutters List from the Assessor.

During the public hearing:

1. The public hearing will be scheduled within 65 days from the date of filing with the Town Clerk in accordance with MGL Chapter 40A §15.
2. The [Zoning Board of Appeals](#) will ask the applicant to provide information on their request for Administrative Appeal.
3. Members of the public will be allowed to speak in opposition or support of the applicant's request for Administrative Appeal.
4. The [Zoning Board of Appeals](#) will vote to approve or deny the request for Administrative Appeal.
Note: *the ZBA will have 100 days after the date of filing with the Town Clerk to make a decision, unless an extension of such deadline is agreed upon by the Board and the Applicant.*

After the public hearing:

1. The [Planning Department](#) staff will create a formal written decision based on the approval/denial issued by the [Zoning Board of Appeals](#), which will be filed with the [Clerk's Office](#).
2. In accordance with M.G.L. Chapter 40A §15, there will be a twenty (20) day appeal period in which any person aggrieved with the [Zoning Board of Appeals'](#) decision may file an appeal.
3. Following the twenty (20) day appeal period, barring any appeals, the [Clerk's Office](#) will mail the applicant a copy of the Certified Decision.
Note: *The Certified Decision must be recorded at the [Hampden County Registry of Deeds](#).*
4. Once recorded, call or email the [Planning Department](#) with the Book & Page number.
5. If the request for Administrative Appeal was approved, bring a copy of the recorded decision to the [Building Department](#) in order to proceed with obtaining a building permit or overturning any enforcement action.