



Variance Public Hearing Instructions

Town Of East Longmeadow
Planning & Community Development

What to expect after filing an application for a Variance 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.
3. The [Planning Department](#) will circulate the application to various applicable department heads. The department heads will send any comments, questions, or concerns to the Planning Board for their review during the public hearing.

During the public hearing:

1. The [Zoning Board of Appeals](#) will ask the applicant to provide information on their request for Variance.
2. Members of the public will be allowed to speak in opposition or support of the applicant's request for Variance.
3. The [Zoning Board of Appeals](#) will vote to approve or deny the request for Variance.
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. The Certified Decision must be recorded at the [Hampden County Registry of Deeds](#).
Note: *failure to record the Certified Decision at the Hampden County Registry of Deeds within one (1) year of the decision date will render an approval null and void.*
4. Once recorded, call or email the [Planning Department](#) with the Book & Page number.
5. If approved, bring a copy of the recorded decision to the [Building Department](#) in order to proceed with obtaining a building permit.