

# Town of Westborough

## Development Guidebook



A Guide to the Review and Approval  
Process for Development in  
Westborough

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**TOWN OF WESTBOROUGH**  
Town Offices, 34 West Main Street  
Westborough, Massachusetts  
01581

The Board of Selectmen, the Town Manager and the Economic Development Committee welcome new business and industry to Westborough. We ask that you review this Guidebook carefully and familiarize yourself with the Town of Westborough, its bylaws, rules and regulations governing the development review process.

The purpose of this Guidebook is to outline for you the process for obtaining the required permits for project development and construction in Westborough. It introduces you to the officers and officials, the permits, and the process of development permit application and review used by the Town regulatory boards. It summarizes the project review and approval process and defines the role that each local regulatory board plays in that process.

While we hope that this Guidebook is a valuable resource, please remember that it is intended to contain *summary* information only. Specific municipal rules, regulations, requirements and standards with which each project applicant must comply are available from the individual boards/staff liaisons. This Guidebook is not intended to address all potential development issues and thus should be used as one tool in your development planning.

In addition to the formal review process, the Economic Development Committee will hold informal preplanning meetings with applicants and applicable departments upon request.

The Guidebook introduces you to the review and approval processes and helps to guide you through them in a manner that is mutually beneficial to you and to the citizens of the Town of Westborough. It is also accessible on our official Town website:

[www.town.westborough.ma.us](http://www.town.westborough.ma.us)

**Department:** Board of Health

**Staff Liaison and Phone:** Paul McNulty, Director of Public Health  
 Kathy Smith, Board of Health Administrative Assistant  
 Steven Bacarri, Registered Sanitarian  
 Terry Gilchrist, Health Inspector  
 Phone: (508) 366-3045  
 Fax: (508) 366-3047

**Office Hours:** Board of Health  
 Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.  
 Tuesday 8:00 A.M. – 8:00 P.M.  
 Friday 7:30 A.M. – 12:00 P.M.

**Board/Commission/Committee:** Board of Health

**Meeting Schedule:** Generally, the third Tuesday of the month.

**Members:** Priscilla Federici, R.N.  
 Alan Ehrlich, M.D.  
 Christopher Reh, Ph.D.

**Description:** The Board of Health is an appointed three-member board, committed to keeping the Town of Westborough a healthy environment.

**Permits Issued:**

Abrasive Blasting	Pools, public/semi-public
Beaver Removal	Rubbish Removal
Biotechnology	Septic Systems
Body Art	Sewage Transporter
Flood Plain	Stables, private/public
Food Service	Tanning
Food Warehouse	Tobacco Sales
Funeral Directors	Trailer Parks (mobile homes)
Garbage Removal	Transfer Station Stickers
Installers – septic systems	Wells
Motels	

**Process for Obtaining Permit(s):** Applications can be obtained from the Board of Health Office, located in Room 25, second floor of the Forbes Municipal Building, 45 West Main Street. Routine applications that meet all requirements are usually approved by the office staff within a few days. Depending on the circumstances, permit may need to be reviewed by the Board at a scheduled meeting.

**Advertisement Requirements:** not applicable

Board of Health

**Time Frame for Public Hearing:** usually one month

**Time Frame for Decision:** In the case that a hearing before the Board is necessary, decisions will usually be made at that time. If the Board is unable to come to a decision, it will be made at the next monthly meeting.

**Appeal Process:** Depending on the type of permit, appeals may be made to D.E.P., Mass. Plumbing and Gas Commission, Mass. Division of Food and Drugs. Generally the decision of the Board of Health is final and only appealable in a court action.

**Fee Schedule:** see next page

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

\*105 CMR

\*310 CMR

\*Westborough Board of Health Rules and Regulations

**TOWN OF WESTBOROUGH**  
**Board of Health**  
**Fee Schedule**  
**(As of May, 2006)**

Abrasive Blasting		\$50.00
Biotechnology		250.00
Body Art Establishments		400.00
Body Art Practitioner		200.00
Food Establishment		
0 to 40 Seats		180.00
41 and Over Seats		350.00
Under 10,000 square feet of retail space		200.00
10,000 square feet and over of retail space		500.00
With salad bar	add	50.00
With buffet	add	50.00
With delicatessen	add	100.00
With bakery	add	100.00
Bed and Breakfast Establishment		50.00
Catering		50.00
Food Storage Warehouse		400.00
Limited food service establishment		10.00
Limited retail food establishment		10.00
Mobile Food		100.00
Residential		20.00
Sushi Bars		25.00
Temporary events (carnivals, 4 <sup>th</sup> of July, etc.)		20.00
Noncompliance fee (inspection policy)		200.00
Noncompliance fee (unauthorized new equipment and/or operations)		200.00
Plan review – new facility or new use of facility		
0 to 40 seats		150.00
41 and over seats		250.00
Under 10,000 square feet of retail space		150.00
10,000 square feet and over of retail space		350.00
Plan review – restaurant kitchen remodeling		
Less than 500 square feet		75.00
Over 500 square feet		200.00
Construction Re-inspections		
0 to 40 seats		150.00
41 and over seats		250.00
Under 10,000 square feet of retail space		175.00
10,000 square feet and over of retail space		300.00
Flood Plain		100.00

**Board of Health Fee Schedule, continued**

Funeral Directors	30.00
Garbage Removal	25.00
Installers – septic system	100.00
Motels	25.00
Percolation/Deep Hole Tests – per lot	
2 Test Holes and 1 Perc	150.00
Pools – Public and Semi-public	150.00
Construction Application	300.00
Rubbish Removal	300.00
Sewage Transporter	200.00
Stables (private)	15.00
Stables (public)	40.00
Tanning Facilities	100.00
Tobacco Sales	50.00
Trailer Parks	10.00
Transfer Station Stickers (renewed every 2 years)	80.00
Wells	200.00

**SEPTIC SYSTEMS**

Repair – Single Family	50.00
Residential – New – Single Family	300.00
Commercial – New and Repair	400.00
Plus \$.25/gallon design flow	
Industrial – New and Repair	400.00
Plus \$.25/gallon design flow	

Unless otherwise stated, all permits and licenses are renewed on an annual basis.

<b>Department:</b>	<b>Building Department</b>
<b>Staff Liaison and Phone:</b>	Joe Inman, Building Commissioner and Zoning Enforcement Officer Donald Moquin, Assistant Building Inspector Pauline Pikiel, Building Department Administrative Assistant (508) 366-3015
<b>Office Hours:</b>	Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
<b>Permits Issued:</b>	Building Permit Certificate of Inspection Solid Fuel Burning Appliance Permit (wood, coal stoves) Sign Permit Zoning Permit
<b>Process for Obtaining Permit(s):</b>	All construction requires a building permit. Permit applications are available at the Building Department, located in Room 20, second floor of the Forbes Municipal Building, 45 West Main Street. For advice regarding compliance with zoning by-laws and sign regulations, please contact the Building Department. After all required documentation and plans are submitted, review shall not exceed 30 days.
<b>Advertising Requirements:</b>	not applicable
<b>Time Frame for Public Hearing:</b>	not applicable
<b>Time Frame for Decision:</b>	not applicable
<b>Appeal Process:</b>	Appeals related to zoning should be made to the Westborough Zoning Board of Appeals. Building code appeals should be made to the Massachusetts Building Board of Appeals.
<b>Fee Schedule:</b>	see next page
<b>Applicable Local, State and Federal Statutes:</b>	<ul style="list-style-type: none"> <li>Mass. State Building Code 780 CMR</li> <li>*Westborough Zoning Bylaw</li> <li>*The Zoning Act, (Massachusetts General Laws, Chapter 40A)</li> <li>*Wetlands Protection Act (M.G.L. Chapter 131, Section 40)</li> <li>* M.G.L. c.22 s.13A, 521 CMR</li> </ul>



**TOWN OF WESTBOROUGH**  
**Building Department**  
**Fee Schedule**  
**(6/15/04)**

Permit fees for new building or structures will be determined by multiplying gross floor area of all floors, in square feet by the cost per square foot of use, as listed in Building Valuation Data Report, published by Marshall and Swift Publication Co., Los Angeles, CA, for Boca International.

Construction Plan and Building Permit Applications must include square footage and use of each floor. Proportionate amounts of estimated cost will be assessed to the nearest \$1000.

**MULTI – FAMILY / APARTMENTS**

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Minimum Fee	\$ 50.00
Temporary Occupancy Permit*	\$100.00

(\* **Required** to be renewed every 30 days)

**INDUSTRIAL - BUSINESS**

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Signs	\$ 3.00 per square feet
Minimum Fee	\$100.00
Temporary Occupancy Permit*	\$100.00

(\* **Required** to be renewed every 30 days)

**RESIDENTIAL / ONE AND TWO FAMILIES**

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Minimum Fee	\$ 30.00
Temporary Occupancy Permit*	\$ 50.00

(\* **Required** to be renewed every 30 days)

Any construction started before obtaining a required building permit, or consent of the Inspector of Buildings, will be charged double the permit fee.

There will be a charge of \$40.00 for re-inspection necessitated by faulty or illegal installation or non-conformance with the requirements of Massachusetts State Building Code. Re-inspection fees shall be paid before re-inspection is made.

**Department:** **Building  
ELECTRICAL AND WIRING**

**Staff Liaison and Phone:** Joseph Orlando, Wiring Inspector  
Pauline Pikiel, Building Department Administrative Assistant  
(508) 366-3015

**Office Hours:** Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 8:00 P.M.  
Friday 7:30 A.M. – 12:00 P.M.

**Permits Issued:** Residential and Non-Residential Wiring Permits

**Process for Obtaining Permit(s):** Permit applications are available at the Building Department, located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Either a licensed electrician or homeowner may complete the application.

**Advertising Requirements:** not applicable

**Time Frame for Public Hearings:** not applicable

**Time Frame for Decision:** not applicable

**Appeal Process:** not applicable

**Fee Schedule:** see next page

**Applicable Local, State and Federal Statutes:**  
\*Mass Electrical Code 527 CMR 12.00

**TOWN OF WESTBOROUGH**  
**Building Department**  
**Electrical Permit Fee Schedule (6/15/04)**

**RESIDENTIAL**

New	\$.50 per amp
Renovations/Additions/Alterations	\$50.00

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION.

**COMMERCIAL – BUSINESS – INDUSTRIAL**

New (construction)	\$.50 per amp
Renovations/Additions/Alterations	\$.50 per amp (or, \$50.00 plus \$10.00 per \$1,000.00 construction cost)

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION.

A separate electrical permit shall be filed for each dwelling unit or tenant space. The fee is DOUBLED if work proceeds without obtaining proper permit in conformance with the Massachusetts Electrical Code. A fee of \$40.00 will be charged for re-inspection necessitated by faulty or illegal installation or installation not in accordance with the requirements of Massachusetts codes. Re-inspection fees shall be paid by contractor, electrician or other persons doing work prior to re-inspection being made.

**MISCELLANEOUS:**

1. If, within ninety (90) days following issuance of a permit, no work has commenced or, if work has been commenced but is not being prosecuted, the permit shall lapse and become void.
2. A \$25.00 fee must be paid if the inspector is not notified within 5 days of completion of work.

**Department:** **Building  
GAS**

**Staff Liaison and Phone:** Robert Cunningham, Inspector of Plumbing and Gas  
Pauline Pikiel, Building Department Administrative Assistant  
(508) 366-3015

**Office Hours:** Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 8:00 P.M.  
Friday 7:30 A.M. – 12:00 P.M.

**Permits Issued:** Permits issued for natural/propane gas for residential and non-residential properties. Permits issued to valid Massachusetts gas fitters licensees only.

**Process for Obtaining Permit(s):** Massachusetts licensed gas fitters may apply for gas permits through the Building Dept. The Building Dept. is located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Permits are generally issued the same day with proper identification and insurance coverage. (A homeowner cannot obtain a permit.)

**Advertising Requirements:** not applicable

**Time Frame for Public Hearing:** not applicable

**Time Frame for Decision:** not applicable

**Appeal Process:** not applicable

**Fee Schedule:** see page 14

**Applicable Local, State and Federal Statutes:**  
\*Mass. FNEC Gas Code 248 CMR 3.00 through 8.00

**State law requires that only licensed plumbers and gas fitters can perform plumbing and gas work for residential and non-residential properties for all new, renovation or replacement work.**

<b>Department:</b>	<b>Building PLUMBING</b>
<b>Staff Liaison and Phone:</b>	Robert Cunningham, Inspector of Plumbing and Gas Pauline Pikiel, Building Department Administrative Assistant (508) 366-3015
<b>Office Hours:</b>	Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
<b>Permits Issued:</b>	Plumbing Permits
<b>Process for Obtaining Permits:</b>	Plumbers, who are licensed in Massachusetts, may apply for permits through the Building Department. The Building Department is located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Permits are generally issued the same day with proper identification and insurance coverage. (A homeowner cannot obtain a permit.)
<b>Advertising Requirements:</b>	not applicable
<b>Time Frame for Public Hearings:</b>	not applicable
<b>Time Frame for Decision:</b>	not applicable
<b>Appeal Process:</b>	not applicable
<b>Fee Schedule:</b>	see next page

**Applicable Local, State and Federal Statutes:**  
\*Massachusetts State Plumbing Code 248 CMR 2.00

**State law requires that only licensed plumbers and gas fitters can perform plumbing and gas work for residential and non-residential properties for all new, renovation or replacement work.**

**TOWN OF WESTBOROUGH**  
**Building Department**  
**Plumbing and Gas Permit Fee Schedule (6/15/04)**

**RESIDENTIAL**

PLUMBING	\$40.00 PLUS \$10.00 per fixture
GAS	\$40.00 PLUS \$10.00 per appliance \$50.00 PLUS \$10.00 per appliance (NEW)

**COMMERCIAL**

PLUMBING	NEW \$100.00 PLUS \$10.00 per fixture SINGLE FIXTURE \$50.00
GAS	NEW \$100.00 PLUS \$10.00 per appliance SINGLE FIXTURE \$50.00

- PERMIT FEE WILL PROVIDE ONE UNDERGROUND, ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND RE-INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION. ALL FEES ARE TO BE PAID IN ADVANCE.

NOTE: A separate plumbing or gas permit shall be filed for each dwelling unit or tenant space. The fee is DOUBLED if work is started without obtaining a plumbing or gas permit in conformance with the Massachusetts Fuel Gas and Plumbing Codes.

A fee of \$40.00 will be charged for re-inspections necessitated by faulty or illegal installation or not in accordance with the requirements of Massachusetts codes.

Adopted by the  
Board of Selectmen

<b>Department:</b>	<b>Conservation Commission</b>
<b>Staff Liaison and Phone:</b>	Jeanne Smith, Conservation Commission Administrative Assistant (508) 366-3014
<b>Office Hours:</b>	Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
<b>Board/Commission/Committee:</b>	Conservation Commission
<b>Meeting Schedule:</b>	Generally, the second Tuesday of each month
<b>Members:</b>	Edward Brady, Chairman      Andrew Koenigsberg Warren Keyes                      Timothy Buckalew Stephen Henry                      Gerald Cushing, Associate Gary Bowman                      Eric Ford, Associate Joseph Inman, Conservation Officer Derek Saari, Asst. Planner/Conservation Officer
<b>Description:</b>	Any work that involves removing, filling, dredging or altering an area within 100 feet of a wetland, or within 200 feet of any perennial river or stream, flood zone or other protected area, requires filing with the Conservation Commission.
<b>Permits Issued:</b>	Certificate of Compliance Determinations of Applicability Extension Permits Order of Conditions
<b>Process for Obtaining Permit(s):</b>	Applications can be obtained from the Department of Environmental Protection or the Conservation Commission, located in Room 20 on the second floor of the Forbes Municipal Building, 45 West Main Street. Filings are done in accordance with state regulations.
<b>Advertising Requirements:</b>	Legal advertisement at least five days prior to public hearing.
<b>Time Frame for Public Hearing:</b>	Within 21 days of receipt of filing.
<b>Time Frame for Decision:</b>	Within 21 days of close of public hearing.
<b>Appeal Process:</b>	Appeals may be made to the Department of Environmental Protection.

**Fee Schedule:**

Fees are dependent upon the type and complexity of the work proposed. Please contact the Conservation Commission Secretary for further information.

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

\*Wetlands Protection Act Regulations 310 CMR 10.00

\*M.G.L c.131 s.40

\*Westborough Conservation Commission Guidelines

\*Although not a part of the Zoning Bylaw or Subdivision Rules and Regulations, the Conservation Commission's Order of Conditions is generally incorporated into the Planning Board's decisions and covenants.



**Department:** **Department of Public Works  
HIGHWAY/ENGINEERING DIVISION**

**Staff Liaison and Phone:** John Walden, DPW Manager  
Richard Voutas, Assistant DPW Manager  
Carl Balduf, Town Engineer  
Larry Crowley, Staff Engineer (508-366-3076)  
Dennis Cote, Operations Manager  
Helen Campanale, DPW Administrative Assistant  
(508) 366-3070

**Office Hours:** Monday – Friday 7:00 A.M. – 4:30 P.M.

**Permits Issued:**

Curb Cut Permit	Grease Trap Permit
Road Opening Permit	Sewer Connection Permit
Utility Contractor’s License	Water Connection Permit
DPW Specifications/Details	Sewer Installation Permit
Trench Permit	Water Installation Permit
Stormwater Mgmt. Permit	Sewer Disconnect Permit
	Water Disconnect Permit

**Process for Obtaining Permit(s):** Permits are available at the DPW Office, located at 131 Oak Street, off Route 9 West and Route 135 North (Milk Street). Regulations for permits are listed at the DPW Office. Fees are to be paid prior to permit approval. (Please see fee schedule).

**Advertising Requirements:** not applicable

**Time Frame for Public Hearings:** not applicable

**Time Frame for Decision:** not applicable

**Appeal Process:** not applicable

**Fee Schedule:**

**Curb Cut Permit**

Fee: \$20.00

Process: 3 to 5 Days

Description: Curb cut form is to be filled out, and a site plan showing the proposed curb cut location is to be attached to the form. This applies to driveways or other entrances onto the public way.

**Road Opening Permit** – This permit is required for all work within the Town Right-of-Way

Fee: \$20.00

Process: 3 to 5 Days

Description: Road opening form is to be filled out and a plan showing location of proposed work area is to be attached to the form. Work is to be performed by a licensed contractor, who has

been approved by the DPW. Additional fees may be required upon review of the permit. Public Utilities are covered under 1A and 1B of the road opening permit. All work is to be inspected after 48 hour notice is provided by the contractor, copy of permit to be kept on site.

### **Utility Contractor's License**

Fee: \$50.00 DPW Specifications and Details Book \$5.00 (free with permit)

Process: 3 to 5 Days

Description: Utility Contractor's form is to be filled out, and three (3) references are to be attached to the form. The required bonds and insurance are to be in place before the permit is issued. Insurance certificate of \$500,000 and Bond of \$10,000 are to remain in effect as required by the DPW. This permit is required for all contractors who work within the Town's layout or work on water, sewer, drainage or other utilities that effect the Town or private or public way.

### **Trench Permit**

Fee: **\$20.00** This permit is required (effective 3/1/09) for all construction related trenches on public ways, public property or private property.

Process: Upon filing during normal business hours

Description: All excavators must obtain a trench permit for each trench site. A trench is defined as a subsurface excavation greater than 3' in depth, and is 15' or less between soil walls as measured from the bottom. The name of the excavator, the location of the trench, a certificate of insurance and a Dig-Safe number are required for the permit.

### **Stormwater Management Permit**

Fee: Pending This permit is required under Article 44 of the Town's Bylaws for: disturbing areas greater than 5,000 square feet, for stockpiling more than 100 cubic yards of excavate or fill, or for alteration of drainage characteristics.

Process: Dependent upon the size of the project

Description: The DPW and Conservation Commission are in the process of implementing this permit. For more information, please contact the DPW Engineering Department or the Conservation Commission.

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

\*Local regulations governing public ways.

**Department:**

**Department of Public Works  
TREE DIVISION**

**Staff Liaison and Phone:**

John Walden, DPW Manager  
Dennis Cote, Operations Manager  
Tim Donovan, Tree Warden  
Helen Campanale, DPW Administrative Assistant  
(508) 366-3070

**TREE DIVISION POLICY**

**Shade Tree Removal:** The Town is responsible for removing damaged or diseased trees within the Town layout. Determination will be made by the Tree Warden. No posting or hearing is required.

**Shade Tree Removal by Homeowner:** A public hearing is required if the tree is within the Town layout, the removal is requested by the homeowner, and the tree is determined to be healthy by the Tree Warden. After a public hearing if there are objections to the tree removal, the Board of Selectmen have the final determination. If the decision is in favor of the homeowner, the tree may be taken down at the homeowner's expense. The procedure for a public hearing is available from the DPW office. There is no fee for the Public Hearing procedure.

**Planting of Trees and Shrubs:** No trees or shrubs will be planted within the Town layout. No tree is to be planted within ten feet (10') of any utility including water, sewer, drain, gas and electric lines. The town has the right to trim or remove trees and shrubs that are on private property but interfere with the public right of way. These regulations are listed under Shade Trees, Chapter 87 of the MA General Laws. Other regulations pertaining to Chapter 87 are available at the DPW office.

\*The Town layout is property within the public right of way of a Town street. Please check with the DPW for the right of way plan or description for the street involved.

**Department:** **Department of Public Works  
WATER AND SEWER DIVISION**

**Staff Liaison and Phone:** John Walden, DPW Manager  
Carl Balduf, Town Engineer  
Dennis Cote, Operations Manager  
Anthony Vincequere, Lead Person, Water  
Jim Chin, Lead Person, Sewer  
Helen Campanale, DPW Administrative Assistant  
(508) 366-3070

**Office Hours:** Monday – Friday 7:00 A.M. – 4:30 P.M.

**Permits Issued:** Backflow Permit Grease Trap Permit  
Flow Tests Hydrant Use Permit  
Water Meter Testing Also: Water Meter Installation  
Tapping, Testing and Chlorination License

**Process for Obtaining Permit(s):** Permits are available at the DPW Office, located at 131 Oak Street, off Route 9 West and Route 135 North (Milk Street). Regulations for permits are listed at the DPW Office. Fees are to be paid prior to permit approval. (Please see fee schedule).

**Advertising Requirements:** not applicable

**Time Frame for Public Hearing:** not applicable

**Time Frame for Decision:** not applicable

**Appeal Process:** not applicable

**Fee Schedule:** see next page

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

\*Local regulations governing the discharge of waters and wastes into the public sewer system.

\*Regulations for Users of the Westborough Water Supply and Distribution System.

**TOWN OF WESTBOROUGH  
Department of Public Works  
Water Fee Schedule**

Rates are for Fiscal 2009 and will take effect with the first billing after July 1, 2008. Charges will be billed quarterly.

**WATER**

Minimum quarterly consumption allowance	up to	1,000 cu. ft.
Minimum quarterly charge		\$35.50
First block quarterly lower consumption limit		1,000 cu. ft.
First block quarterly upper consumption limit	up to	1,800 cu. ft.
First block rate		\$3.633/ccf
Second block quarterly lower consumption limit		1,800 cu. ft.
Second block quarterly upper consumption limit	up to	3,000 cu. ft.
Second block rate		\$3.659/ccf
Third block quarterly lower consumption limit		3,000 cu. ft.
Third block quarterly upper consumption limit	up to	5,000 cu. ft.
Third block rate		\$5.349/ccf
Excess consumption quarterly	over	5,000 cu. ft.
Excess rate		\$6.638/ccf

**Water Multi-Family Dwelling (4 or more units on one master meter)**

Minimum quarterly consumption allowance	up to	500 cu. ft. · # of units
Minimum quarterly charge		\$17.75 · # of units
Excess consumption quarterly	over	500 cu.ft. · # of units
Excess rate		\$5.310/ccf

**Senior/Low Income rate - \$40.00 Annual Charge \***

Flat rate billed quarterly	\$10.00
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\* Note: Both age and income limits must be met

**Compassionate rate - \$40.00 Annual Charge \***

Flat rate billed quarterly	\$10.00
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\* Note: This rate is intended to cover short term, severe hardship instances and is discretionary through the Manager of the Department of Public Works. True need must be shown.

**TOWN OF WESTBOROUGH**  
**Department of Public Works**  
**Sewer Fee Schedule**

Rates are for Fiscal 2009 and will take effect with the first billing after July 1, 2008. Charges will be billed quarterly.

**SEWER**

**Residential Rate**

Residential users billed quarterly based on 80% of actual water usage.

Minimum quarterly consumption allowance	up to	625 cu. ft.
Minimum quarterly charge		\$26.00
Quarterly charge of over 625 cu. ft. uniform rate		\$4.250/ccf
Sewer Only Charge – no public water		\$184/year
Billed quarterly		\$46.00

**Commercial/Industrial**

Commercial/Industrial users billed quarterly based on 100% of actual water usage.

Minimum quarterly consumption allowance	up to	625 cu. ft.
Minimum quarterly charge		\$26.00
Quarterly charge of over 625 cu. ft. uniform rate		\$4.250/ccf
<b>Senior/Low Income rate</b> - \$40.00 Annual Charge *		
Flat rate billed quarterly		\$10.00
* Note: Both age and income limits must be met		

<b>Compassionate rate</b> - \$40.00 Annual Charge *		
Flat rate billed quarterly		\$10.00

\* Note: This rate is intended to cover short term, severe hardship instances and is discretionary through the Manager of the Department of Public Works. True need must be shown Note:

Sewer rates, being based on 80% of water usage, are intended to allow for water consumption such as vehicle washing, landscape watering, pool topping, etc., which do not impact the sanitary sewer system.

## **Water and Sewer Permit & Fee Schedule**

### **Water Connection Permit**

Fee: \$5,000.00 per unit

Process: Upon review of permit

Description: Water connection permit is to be completed with required information. The fee will be determined upon review. Evaluation for the permit fee is available at the DPW office under the Water Privilege Fee. This permit is applicable to change, and for expansion of use as well as new construction.

### **Water Installation Permit**

Fee: Service Laterals - \$25.00 for first 100 feet, \$15.00 per 100 feet or any portion thereafter.

Water Mains - \$50.00 for first 100 feet, \$25.00 per 100 feet or any portion thereafter.

Description: Water installation permit is to be filled out with any related information for review. Fee is determined by the length of the water line. Installation is to be done by a Utility Contractor licensed by the Town and all work is to be inspected after a 48 hour notice provided by the contractor. A copy of the permit is to be kept on site.

### **Water Disconnect Permit**

Fee: \$25.00

Description: This permit shall be filed whenever discontinuing any public water service. Disconnection permit application shall be completed and submitted with related sketches and/or demolition plans for review. Service shall be discontinued to main. Disconnection is to be performed by a utility contractor licensed by the Town and all work is to be inspected after a 48 hour notice to be provided by the contractor. A copy of the permit is to be kept onsite.

### **Sewer Connection Permit**

Fee: \$10,000 per unit

Process: Upon review of permit

Note: For single family residence built prior to January 1, 1997 fee is \$3,000, provided the application is submitted within one (1) year from the date that Town sewer is available. The fees will be determined upon review under Article 17, Section 3, of the Town Bylaw Sewer Cost Apportionment.

Description: Residential Sewer Connection Permit is to be filled out by the homeowner or by an approved agent with any related information for review. Commercial or Industrial connections are subject to either D.E.P and/or DPW review. This permit is applicable to change, and for expansion of use as well as new construction.

### **Sewer Installation Permit:**

Fee: Service Laterals - \$25.00 for first 100 feet, \$15.00 per 100 feet or any portion thereafter.

Sewer Mains - \$50.00 for first 100 feet, \$25.00 per 100 feet or any portion thereafter.

Description: Sewer installation permit to be filled out with any related information for review. Fee is determined by the length of the sewer line. Installation is to be done by a Utility Contractor licensed by the Town and all work is to be inspected after a 48 hour notice provided by the contractor. A copy of the permit is to be kept on site.

## Water and Sewer Permit & Fee Schedule, continued

### **Sewer Disconnect Permit**

Fee: \$25.00

Description: This permit shall be filed whenever discontinuing any public sewer service. Disconnection permit application shall be completed and submitted with related sketches and/or demolition plans for review. Services and laterals shall be capped at the main. Disconnection is to be performed by a utility contractor licensed by the Town and all work is to be inspected after a 48 hour notice to be provided by the contractor. A copy of the permit is to be kept onsite.

### **Grease Trap Permit:**

Fee: No permit fee, Inspection Fee: \$25.00

Description: Grease trap must be registered with the DPW and conform to Title 5 and DPW specifications. Please contact the DPW to schedule inspections and for further regulations on grease traps.

### **Backflow Permits:**

Fee: \$50.00 per device. (Fee includes initial inspection). Other inspections are \$35.00 / test.

Description: Industrial and Commercial backflow permits are to be filled out, and a design and data sheet for each device must be submitted with the permit. Devices are to be installed according to DEP regulations 310 CMR 22.22 and DPW specifications. Please contact the DPW for further testing requirements and regulations.

### **Hydrant Use Permit:**

#### Meter size:

3/4" – 1"      \$250.00 refundable if all equipment is returned in same condition – plus water use

2 1/2"      \$1,000 refundable if all equipment is returned in same condition – plus water use

Water usage based on current water fees.

Description: Hydrant use is seasonal. Permit is to be made out and hookup fee to be paid before the permit is issued. The property owner is ultimately responsible for outstanding fees due to, but not limited to, water use and meter or property damage.

### **Flow Tests:**

Fee: \$250.00

Description: Flow tests to be arranged at the DPW. Tests are seasonal and/or regulated with available water supply. A copy of the test results will be provided to both the DPW and the Fire Department. Past flow tests are available on record at the DPW office.

### **Water Meter Installation:**

Fee: None

Description: New water meters are supplied by property owner or agent. Residential meters will be installed by the DPW, when given 24-hour notice, or may be installed by an approved contractor. Commercial and industrial meters must be installed by an approved contractor. All water meters must meet DPW specifications. Any information pertaining to the water meter must be submitted to the DPW. The DPW must inspect the meter installation before the water is turned on.



## **Water and Sewer Permit & Fee Schedule, continued**

### **Water Meter Testing:**

Fee: \$25.00 Residential 3/4" & testing & shipping

Description: Water meter can be tested upon request. This requires removal of the meter. Test results in accordance with AWWA standards and M.G.L. c. 165 s. 10. Information on standards and consumer rights is available at the DPW office. Fees vary with meter sizes for Commercial and Industrial meters that are to be tested by independent companies. Test results in accordance with AWWA standards and M.G.L. c. 165 s. 10. List of independent meter testers, standards and consumer rights is available at the DPW office.

### **Dig Safe Requirements:**

Dig Safe must be notified for all excavation, however, you must also notify the DPW for any utility locations. There is a 72 hour notification required except for emergencies.

### **Tapping, Testing and Chlorination License:**

Fee: \$50.00

Description: Requirements are the same for bonding and insurance as those listed for a Utility Contractor's license, except the activity will be limited to: water tapping, pressure testing of water installation, chlorination and bacteria sampling of the water system, vacuum testing of sewer manholes and low pressure air testing of sewer mains. The DPW must be given 48 hours notice so as to be available to observe the testing and is to be provided with a copy of all test results.

**Department:** Design Review

**Staff Liaison and Phone:** Jim Robbins, Town Planner  
Sandy Spinella, Planning Board Administrative Assistant  
(508) 366-3055

**Office Hours:** Planning Department  
Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 8:00 P.M.  
Friday 7:30 A.M. – 12:00 P.M.

**Board/Commission/Committee:** Design Review Board

**Meeting Schedule:** as needed

**Members:** Debbie Schradieck, Chairman    Michael Hally  
Amy Callahan                                Edward Newton, Jr.  
Nancy Galicki                                 Frederick Bergstrom

**Description:** Created as part of the Town Zoning Bylaws; pertaining to work done only in the Downtown Business District (within 2500 feet of the Traffic Rotary). The Committee is composed of a Planning Board member, an architect or landscape architect, a graphic artist, a member of the Historic Commission, a person owning business property in the District, and a citizen at large.

**Permits Issued:** None; advisory comments to applicant and Permit authority

**Process for Obtaining Permit(s):** Guidelines for Design Review are available at the Planning Board Office, located in Room 22, second floor of the Forbes Municipal Building, 45 West Main Street. Guidelines pertain only to projects in the Downtown Business District (excluding private, single residences), Gateway II and Downtown Planning Overlay District. Design Review Committee issues advisory comments to the applicant and to the appropriate board reviewing the proposed project (Board of Selectmen, Planning Board, or Zoning Board of Appeals).

**Advertising Requirements:** not applicable

**Time Frame for Public Hearings:** not applicable

**Time Frame for Decision:** Within 30 days or as required by the Westborough Zoning Bylaws, Section 1245.

Design Review

**Appeal Process:** not applicable

**Fee Schedule:** There are no fees for design review.

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

\*M.G.L. c.40A s.9

\*Westborough Zoning Bylaw, Section 1245.

\*Westborough Design Review – this section of the Zoning Bylaw relates specifically to work done in the Gateway II District, the Downtown Business District and the Downtown Planning Overlay District. Design Review promotes historic preservation of land uses and structures and implements architectural and ecological consideration for the betterment of the community. Preliminary and formal design review meetings are held with the applicant, prior to Board of Selectmen, Planning Board or Zoning Board of Appeals review. Written recommendations are provided to the applicant and to the applicable boards to be considered by these boards when rendering decisions or granting permits.

<b>Department:</b>	<b>Planning Board EARTH REMOVAL</b>
<b>Staff Liaison and Phone:</b>	Jim Robbins, Town Planner (508) 366-3055
<b>Office Hours:</b>	Planning Board Office Monday, Wednesday, Thursday 8:00 A.M - 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
<b>Board/Commission/Committee:</b>	Planning Board
<b>Meeting Schedule:</b>	First and third Tuesday each month
<b>Members:</b>	Edward Newton, Jr., Chairman Skip Ashton, Vice-Chairman Maureen Bliss Trevor Beauregard Joanne Mallozzi
<b>Description:</b>	An Earth Removal Permit is required for any excavation incidental to the construction of any business, industrial, research, or commercial building or facility, apartment buildings of two or more units, or one apartment building on a single lot, or any residential subdivision – as specified under section 4100 of the Westborough Zoning Bylaws.
<b>Permits Issued:</b>	Earth Removal Special Permit
<b>Process for Obtaining Permit(s):</b>	Applicants should become familiar with Section 4100 of the Westborough Zoning Bylaws. Applications may be obtained from the Planning Board Office. All applications must be submitted with a \$100.00 filing fee (non-refundable), nine (9) copies of plans of the land prepared by a registered land surveyor or a professional engineer, and a certified list of abutters, obtained from the Westborough Board of Assessors. In addition to the requirements of Section 4121, the plans must also show existing contour lines, proposed contour lines, and the area of excavation. After review of the plans by the Planning Board, conformance with The Zoning Bylaws, the Planning Office will establish a public hearing date. This should be at least three (3) weeks from date of application to allow time for Legal Ad.

**Advertising Requirements:**

Notice of a public hearing is required and shall be advertised in a local newspaper for two (2) consecutive weeks, the first to be at least fourteen (14) days before the date of the hearing not including the date of the hearing. A copy of the plans shall be filed with the Planning Board. Publication arrangements and costs shall be borne by the applicant. The applicant will send copies of the legal ad, as required by Chapter 40A “Certified Mail, Return Receipt Requested,” to the abutters:

- a. Owners of land directly opposite on any public or private street or way;
- b. Abutters within 300 feet of the property line of the petitioner;
- c. If the land of any such owner is located in another town, the Planning Board of that Town shall be notified.

The list of abutters entitled to notice shall be obtained from the Westborough Town Assessor.

**Time Frame for Public Hearings:** The Planning Board Office will establish a public hearing date. This should be at least three (3) weeks from the date the application was filed to allow time for the legal ad.

**Time Frame for Decision:** Decisions are normally made within 30-60 days of the application filing date.

**Appeal Process:** Appeals relating to Earth Removal Permits may be made to the Massachusetts Superior Court.

**Fee Schedule:** \$100.00 filing fee

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

\*Section 4100 thru 4170 of the Westborough Zoning Bylaws

\*Chapter 40A of the Massachusetts General Law

<b>Department:</b>	<b>Fire Department</b>
<b>Staff Liaison and Phone:</b>	Walter N. Perron, Fire Chief Captain Cal Lawrence Captain Phil Kittredge Captain Joe Lawrence Captain Norman Beausoleil (508) 366-3040
<b>Office Hours:</b>	Fire Station is open 24 hours
<b>Permits Issued:</b>	see fee schedule and M.G.L. c.48 and 148
<b>Process for Obtaining Permit(s):</b>	Permits can be obtained from the Fire Department at any time. The Fire Department is located at 42 Milk Street. In most cases the permit will be processed while the applicant waits. In some cases, the department may request additional information which might delay the permit for a day or two. The Fire Department reviews site plans and building plans in regards to fire safety issues, fire alarm systems and fire suppression systems. Everyone submitting plans to the Fire Department will be given a copy of "Occupancy General Requirements," which will help guide them through the project. The Fire Department is available to work with the architect, engineer or builder to answer questions or provide information.
<b>Advertising Requirements:</b>	No public hearings through the Fire Department. However, applications for storage of flammable materials with the Board of Selectmen require legal advertising of the public hearing seven days prior to the hearing date.
<b>Time Frame for Public Hearings:</b>	Legally advertised hearings are held at regularly scheduled meetings of the Board of Selectmen.
<b>Time Frame for Decision:</b>	Decisions are rendered immediately after the public hearing.
<b>Appeal Process:</b>	Appeals are to be directed to Steven Coan, Fire Marshal for the Commonwealth of Massachusetts.
<b>Fee Schedule:</b>	see next page
<b>Applicable Local, State and Federal Statutes:</b>	
	*527 and 780 CMR
	*M.G.L. c.48 and 148

**TOWN OF WESTBOROUGH  
Fire Department  
Fee Schedule (9/1/98)**

<b>Permit</b>	<b>Duration</b>	<b>Fee</b>	<b>Other Information</b>
Smoke Detector 1 or 2 Family	60 Days	\$20.00	Payable by check only
Smoke Detector 3 – 5 Family	60 Days	\$20.00	Payable by check only
Oil Burner	Until revoked or abandoned	\$20.00	
Underground Tank Installation		\$20.00/tank	
Underground Tank Removal		\$20.00/tank	
Bottle Gas Storage		\$20.00	Temp or Permanent
Flammable Liquid Storage		\$20.00	
Tank Trucks		\$20.00	
Powder Storage	5 Years	\$20.00	
Blasting Permit	30 Days	\$20.00	
Fire Alarm Tie in		\$150.00	First 100 ft. of cable
Fire Alarm Maint.		\$150.00/year	
Fumigation	7 Days	\$20.00	
Fireworks		\$20.00	Free for non-profit organization
Ambulance Report		\$10.00	Must have release
Carbon Monoxide Detector Inspection	60 Days	\$20.00	Payable by check only

**Department:** **Historical Commission**

**Staff Liaison and Phone:** Paula Skog & Don Shapleigh, Co-Chairmen  
Sue Speckman, Secretary  
(508) 366-3048

**Office Hours:** Monday through Thursday 9:00 A.M. – 1:00 P.M.  
Friday 9:00 A.M. – 12:00 P.M. or by appointment

**Board/Commission/Committee:** Westborough Historical Commission

**Meeting Schedule:** Third Wednesday of the month at 7:00 P.M. in  
Room 26, Forbes Municipal Building, 45 West Main St.

**Members:**

Nancy Galicki	Mary van den Berg
William Gundling	Michael White
Phyllis Jaffee	<u>Associates:</u>
Paula Skog – co-chair	Nancy Strecker
Donald Shapleigh – co-chair	Anthony Vaver

**Description:** The Commission carries out its mandates to preserve and protect as well as restore and manage any historical buildings or sites and cemeteries. We make the final decision on signs and demolition, scenic roads, site review (make recommendations for the plans). Archaeologically sensitive sites also come under the Commissions purview.

**Permits Issued:** not applicable

**Process for Obtaining Permit(s):** Permits are issued through the Building Commissioner. The Historical Commission has guidelines for signs in all the historic districts as well as 2500 feet from the Rotary. Demolition Delay Bylaws are located in the Historical Commission Office for anything built before 1950.

**Advertising Requirements:** not applicable

**Time Frame for Public Hearings:** not applicable

**Time Frame for Decision:** New signs should be installed within 60 days of Commission approval. Demolition is 6 months from when permit is issued.

**Appeal Process:** not applicable

**Fee Schedule:** not applicable

**Applicable Local, State and Federal Statutes:**  
\*M.G.L. c.40 s.8D defines the Historical Commissions legal mandates.



**Department:** Planning Board

**Staff Liaison and Phone:** Jim Robbins, Town Planner  
Derek Saari, Assistant Town Planner/Assistant  
Conservation Commission Officer  
Sandy Spinella, Planning Board Administrative Assistant  
(508) 366-3055

**Office Hours:** Planning Department  
Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 8:00 P.M.  
Friday 7:30 A.M. – 12:00 P.M.

**Board/Commission/Committee:** Planning Board

**Meeting Schedule:** First and third Tuesday of each month

**Members:** Ed Newton Jr., Chairman  
Skip Ashton, Vice-Chairman  
Maureen Bliss  
Trevor Beauregard  
Joanne Mallozzi

**Description:** The Planning Board is established by M.G.L. c.41 s.81A and is governed by local zoning bylaws and subdivision rules and regulations.

**Permits Issued:** Form A (Approval Not Required)  
Special Permit for Open Space Community Subdivision  
Form B (Preliminary Subdivision Plan)  
Form C (Definitive Subdivision Plan)  
Special Permit for Common Driveway  
Special Permits for Highway Business District  
Special Permits for Earth Moving  
Special Permits for Downtown Planning Overlay District  
Special Permits for Gateway II Project

**Process for Obtaining Permit(s):** Application is made to the Planning Board, located in Room 22, second floor of the Forbes Municipal Building, 45 West Main Street. Applicants are strongly encouraged to meet with the Town Planner prior to the submission of any plans.

**Advertising Requirements:** Legal ad must be published twice in the local newspaper. The first ad must be at least 14 days prior to date of the public hearing. A public hearing is necessary for Special

Permit for Open Space Community Subdivision, Definitive Plan Subdivision, Special Permit for Common Driveway and Special Permits for Highway Business District, Special Permit for Earth Moving, Downtown Planning Overlay District, Gateway II.

**Time Frame for Public Hearings:** Upon application submission, the Planning Board will schedule a hearing as soon as possible, but within 65 days from the 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; Special Permits for Common Driveway, Highway Business District, Downtown Planning Overlay District, Gateway II, Earth Moving, Open Space Community Subdivision: public hearing to be held within 65 days of submittal and decision within 90 days of close of public hearing.

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

**Fee Schedule:** see next page

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

\*M.G.L. c.40A

\*M.G.L. c.41

\*Westborough Zoning Bylaws and Subdivision Rules and Regulations

**TOWN OF WESTBOROUGH  
Planning Board  
Fee Schedule**

Form A (Approval Not Required)	\$200, plus \$50 per lot
Open Space Community	\$300, plus \$75 per lot
Form B (Preliminary Plan)	\$500, plus \$50 per lot Plus \$200 per escrow
Form C (Definitive Plan)	
A. If Preliminary Plan was filed	\$1,000, plus \$100 per lot, and \$250 per lot escrow
B. Re-submittal Fee	\$300, plus \$100 per lot
C. Lot Release	\$100 per lot released
Common Driveways	\$0
Special Permits - Highway Business	\$2,000 filing fee \$2,000 escrow fee
Special Permits - Earth Moving	\$100 filing fee
Special Permits – Gateway II	\$2,000 filing fee \$2,000 escrow fee
Special Permits – Downtown Planning Overlay District	\$2,000 filing fee \$2,000 escrow fee

<b>Department:</b>	<b>Police Department</b>						
<b>Staff Liaison and Phone:</b>	Alan R. Gordon, Police Chief (508) 366-3060						
<b>Office Hours:</b>	Police Station is open 24 hours						
<b>Permits Issued:</b>	Pistol Permits / FID Earth Movement, Route Permit Road Opening Road Closure License of Solicitations & Canvassers Block Party Parade Sunday Work Permit						
<b>Process for Obtaining Permit(s):</b>	Applications are available at the Police Station, located on the first floor of the Forbes Municipal Building, 45 West Main Street.						
<b>Advertising Requirements:</b>	not applicable						
<b>Time Frame for Public Hearings:</b>	not applicable						
<b>Time Frame for Decision:</b>	2 working days						
<b>Appeal Process:</b>	Appeals relating to Pistol Permits and FID Permits should be made to the District Court. Appeals relating to Solicitor's Permits should be made to the Attorney General. Appeals for all other permits should be made to the Board of Selectmen.						
<b>Fee Schedule:</b>	<table> <tr> <td>Pistol Permits</td> <td>\$100.00 plus \$5.00 for photo</td> </tr> <tr> <td>Solicitors Permit</td> <td>\$10.00 plus \$5.00 for photo</td> </tr> <tr> <td>FID</td> <td>\$100.00 plus \$5.00 for photo</td> </tr> </table>	Pistol Permits	\$100.00 plus \$5.00 for photo	Solicitors Permit	\$10.00 plus \$5.00 for photo	FID	\$100.00 plus \$5.00 for photo
Pistol Permits	\$100.00 plus \$5.00 for photo						
Solicitors Permit	\$10.00 plus \$5.00 for photo						
FID	\$100.00 plus \$5.00 for photo						

<b>Department:</b>	<b>Board of Selectmen SITE PLAN REVIEW</b>
<b>Staff Liaison and Phone:</b>	Joseph Inman, Building Commissioner and Zoning Enforcement Officer Pauline Pikiel, Building Department Administrative Assistant (508) 366-3015
<b>Office Hours:</b>	Building Department Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
<b>Board/Commission/Committee:</b>	Board of Selectmen
<b>Meeting Schedule:</b>	Second and fourth Tuesday each month
<b>Members:</b>	George Thompson, Chairman Lydia Goldblatt, Vice-Chairman Leigh Emery Timothy Dodd Rod Jane
<b>Description:</b>	Site plan approval is required for all uses in Section 2200, Use Regulations, of the Westborough Zoning Bylaws and which includes six (6) or more parking spaces.
<b>Permits Issued:</b>	Site Plan Approval
<b>Process for Obtaining Permit(s):</b>	Permit applications are available at the Building Department, located in Room 20, second floor of the Forbes Municipal Building, 45 West Main Street. The Building Department will establish the hearing date before the Board of Selectmen. Applicants should become familiar with section 1240 through 1260 of the Westborough Zoning Bylaws.
<b>Advertising Requirements:</b>	not applicable
<b>Time Frame for Public Hearings:</b>	Upon application submission, the Building Department will schedule a hearing with the Board of Selectmen within 65 days.
<b>Time Frame for Decision:</b>	Decision will be made within 30 days of the public hearing.

**Appeal Process:**

Appeals may be made to the Westborough Board of Appeals.

**Fee Schedule:**

Building permit application fee is due at the time the application is submitted. This fee is non-refundable. Contact the Building Department for fee information.

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

\*Westborough Zoning Bylaws

\*The Zoning Act, (Massachusetts General Laws, Chapter 40A)

<b>Department:</b>	<b>Zoning Board of Appeals</b>
<b>Staff Liaison and Phone:</b>	Joseph Inman, Building Commissioner and Zoning Enforcement Officer (508) 366-3015
<b>Office Hours:</b>	not applicable
<b>Board/Commission/Committee:</b>	Zoning Board of Appeals
<b>Meeting Schedule:</b>	Mondays; 7:30 p.m. as needed (generally twice a month)
<b>Members:</b>	Donald Gillis, Chairman      John E. Rainey James B. Johnson II          Joseph F. Orlando Earle W. Chase, Jr.          Gerard Gagnon David LaMothe
<b>Description:</b>	The Board of Appeals conducts public hearings on applications for variances, special permits, and appeals from a person aggrieved.
<b>Permits Issued:</b>	Variance from the terms of the Zoning Bylaws Special Permit for Exception Appeals from a Person Aggrieved
<b>Process for Obtaining Permit(s):</b>	Applications may be obtained from the Building Inspector's Office, located in Room 20 on the second floor of the Forbes Municipal Building, 45 West Main Street. All applications must be submitted with a \$50.00 application fee, and a certified list of abutters, which may be obtained from the Assessor's Office.
<b>Advertising Requirements:</b>	Notice of a public hearing is required and shall be advertised in a local newspaper once in each of two successive weeks, the first publication to be not less than fourteen days before the hearing and by posting in a conspicuous place in the Town Hall. The advertising process is the responsibility of the Clerk of the Board of Appeals.
<b>Time Frame for Public Hearings:</b>	Once an application is filed with the Town Clerk, the Board of Appeals Clerk will set a hearing date, post and advertise the hearing, and mail notices to all abutters and petitioner. Typically, the public hearing is one month after the petition has been filed with the Town Clerk. Petitioner is to appear at the public hearing prepared to present the application.

**Time Frame for Decision:**

Decisions are not normally made at this initial public hearing, but at a subsequent public meeting. The Board's decision is then put into writing, signed, and filed with the Town Clerk. The petitioner will receive a copy of the Board's decision with instructions attached.

**Appeal Process:**

Any person may appeal a decision of the Board of Appeals to the Superior Court by bringing an action within twenty days after the decision has been filed with the Office of the Town Clerk.

**Fee Schedule:**

\$50.00 filing fee

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

\*M.G.L. c.40A

\*Westborough Zoning Bylaws



**TOWN OF WESTBOROUGH  
DEPARTMENT LIAISON DIRECTORY**

<b>Board of Health</b> Room 25 Forbes Municipal Building 45 West Main Street	Paul McNulty	Director of Public Health	(508) 366-3045
	Kathy Smith	Board of Health Admin. Asst.	
<b>Building Department</b> Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	(508) 366-3015
	Don Moquin	Assistant Building Inspector	
	Joseph Orlando	Wiring Inspector	
	Robert Cunningham	Inspector of Plumbing and Gas	
	Pauline Pikiel	Building Department Admin. Asst.	
<b>Conservation Commission</b> Room 20 Forbes Municipal Building 45 West Main Street	Jeanne Smith	Conservation Commission Administrative Assistant	(508) 366-3014
<b>Department of Public Works</b> 131 Oak Street	John Walden	Manager	(508) 366-3070
	Richard Voutas	Asst. Manager	
	Helen Campanale	Admin. Asst.	
	Dennis Cote	Operations Manager	
	Tim Donovan	Tree Warden	
	Carl Balduf	Town Engineer	(508) 366-3076
<b>Design Review Committee</b> Room 22 Forbes Municipal Building 45 West Main Street	Jim Robbins	Town Planner	(508) 366-3055
<b>Earth Removal</b> Planning Board, Room 22 Forbes Municipal Building 45 West Main Street	Jim Robbins	Town Planner	(508) 366-3055
<b>Economic Development</b> Selectmen's Office Town Hall 34 West Main Street	Henry Danis	Town Manager	(508) 366-3030

**DEPARTMENT LIAISON DIRECTORY, continued**

<b>Fire Department</b> 42 Milk Street	Walter Perron	Fire Chief	(508) 366-3040
<b>Historical Commission</b> Forbes Municipal Building 2 <sup>nd</sup> Floor 45 West Main Street	Paula Skog & Don Shapleigh	Co-Chairmen	(508) 366-3048
	Sue Speckman	Executive Secretary	
<b>Planning Board</b> Forbes Municipal Building 2 <sup>nd</sup> Floor, Rm. 22 45 West Main Street	James Robbins	Town Planner	(508) 366-3055
<b>Police Department</b> Forbes Municipal Building 1 <sup>st</sup> Floor 45 West Main Street	Alan R. Gordon	Police Chief	(508) 366-3060
<b>Site Plan Review</b> Building Department Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	(508) 366-3015
	Pauline Pikiel	Building Department Administrative Assistant	
<b>Zoning Board of Appeals</b> Building Department Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	(508) 366-3015

**BOARD, COMMISSION AND COMMITTEE**

**MONTHLY MEETING SCHEDULE**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1		Design Review Board FMB#23@ 5:30 pm ----- Planning Board FMB#23@ 7:00 pm			
Week #2		Conservation Commission FMB#23@ 7:00 pm ----- Design Review Board FMB#23@ 5:30 pm ----- Board of Selectmen BOS Meeting Room @ 7:00 pm			
Week #3		Design Review Board FMB#23@ 5:30 pm ----- Planning Board FMB#23@ 7:00 pm ----- Board of Health FMB#24@ 5:30 pm	Historical Commission FMB#26@ 7:00 pm		
Week #4		Design Review Board FMB#23@ 5:30 pm ----- Board of Selectmen BOS Meeting Room@ 7:00 pm			

Meet as Needed: Zoning Board of Appeals, Design Review Committee

BOS = Selectmen’s Meeting Room, FMB#24 = Forbes Municipal Building Room #24, FMB#23 = Forbes Municipal Building Room #23

## FEDERAL AND STATE PERMITS AND/OR APPROVALS

This list is provided as a general overview of some of the federal and state regulatory acts, agencies and departments that may have jurisdiction over various proposed developments. It is by no means exhaustive, and property owners and developers are responsible for determining which permits and/or approvals are required for their project. If you have any questions concerning such matters, 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 permit from the Army Corps of Engineers. The permit may be a programmatic general permit, and 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 renew any loan secured by improved real estate located in an area having flood hazards, and in which floor 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 U.S. 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 Storm Water Notices of Intent and/or NPDES Permits are required for storm water discharges associated with certain industrial 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 is required to file a Notice of Intent or 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 Westborough Wastewater Treatment Plant, telephone number (508) 366-7615.
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 simultaneous to both agencies. A permit may also be required for storm water discharges where runoff is associated with industrial activity. If the project is in an unanswared 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 plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source or 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.
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 Westborough Fire Department for information.
8. Massachusetts Historical Commission Approval must be obtained if a designated historical or archeological landmark will be altered or effected 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.