

## Town of Westfield Procedure for Building Permit

1. Obtain a permit application from Westfield Town Office.
2. Complete and return application to Westfield Town Office, PO Box 146 where it will be processed by the CEO
3. CEO reviews application, either issues with conditions, denies, or forwards to Planning Board
4. Applications for Planning Board must be received by Chair, Vice Chair or Secretary a minimum of **2 Weeks** prior to the next regularly scheduled meeting. Applications must come to the Board through CEO. **The Planning Board will accept applications only from the town CEO.**
5. Planning Board will review application and will either issue, issue with conditions, or deny permit
6. Applicant can appeal to the Board of Appeals the decision made by either the CEO or the Planning Board.
7. Board of Appeals reviews application and either issues a variance or denies.
8. Applicant can then take case to court and allow court systems to render final decisions.

# Town of Westfield Building Permit Application

For Office Use Only:

Permit #: \_\_\_\_\_  
 Date Town Rec'd.: \_\_\_\_\_  
 Date CEO Rec'd.: \_\_\_\_\_  
 Date P.B. Rec'd.: \_\_\_\_\_  
 Issue Date: \_\_\_\_\_  
 Fee Amt.: \_\_\_\_\_

In order that your permit application can be processed as quickly as possible, please be sure to answer every question. If the question does not apply, record N/A in the space. Applications that are incomplete can not be processed. Applications for the Planning Board must be in a minimum of two (2) weeks prior to the next regularly scheduled meeting.

1. Applicant	2. Address	3. Home Tel. # Work #: Cell #:
4. Property Owner	5. Owner's address	6. Owner's Home tel. # Work #: Cell #
7. Contractor	8. Contractor's address	9. Contractor's tel. # Work #: Cell #
10. Location/address of Property	11. Tax map/ lot #	12. Zoning District: 1. SHORELAND   Limited Residential   Stream Protection   Resource Protection 2. NON-SHORELAND   Village   Growth   Rural   Industrial

13. Description of Property, including a description of all proposed construction, e.g. land clearing, road building, septic systems, and wells. A site plan sketch is required on page 4.

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14. Sq. Ft. of project	15. Cost of construction
16. Lot Area	17. Frontage on road (ft)
18. Sq. Ft. of lot to be covered by non-vegetated surfaces	19. Elevation above 100 yr. flood
20. Frontage on water body (lake or stream)	21. Height of proposed structure
22. Existing use of property	23. Proposed used of Property

*Note: Questions 24 & 25 apply only to expansions of portions of existing structures which are less than the required setback.*

24a. Sq. Ft. of portion of structure which is less than required setback as of 1/1/89	25a. Cubic ft. of portion of structure which is less than required setback as of 1/1/89
b. Sq. Ft. of expansion of portion of structure which is less than required setback from 1/1/89 to present	b. Cubic ft. of expansions of portion of structure which is less than required setback from 1/1/89 to present
c. Sq. Ft. of proposed expansion of portion of structure which is less than required setback	c. Cubic ft. of proposed expansion of portion of structure which is less than required setback
d. % increase of sq. ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/1/89 (% increase = $[b+c]/a \times 100$ )	% increase of cubic ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/1/89 (% increase = $(b+c)/a \times 100$ )

*Note: Answer question 26 through 30 only if you are proposing a home occupation in the shore land zone.*

26. Describe the type of home occupation

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27. # of people outside of those living in the home you will employ	28. Hours of business
29. Amt. of traffic expected on a peak day	30. # of parking spaces available

31. Type of driveway surface (gravel, ledge, hot top, etc.)	32. Number of yards of fill
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33. Describe any storm water and erosion control methods to be used (i.e. ditch turn-outs, hay bales, etc.)

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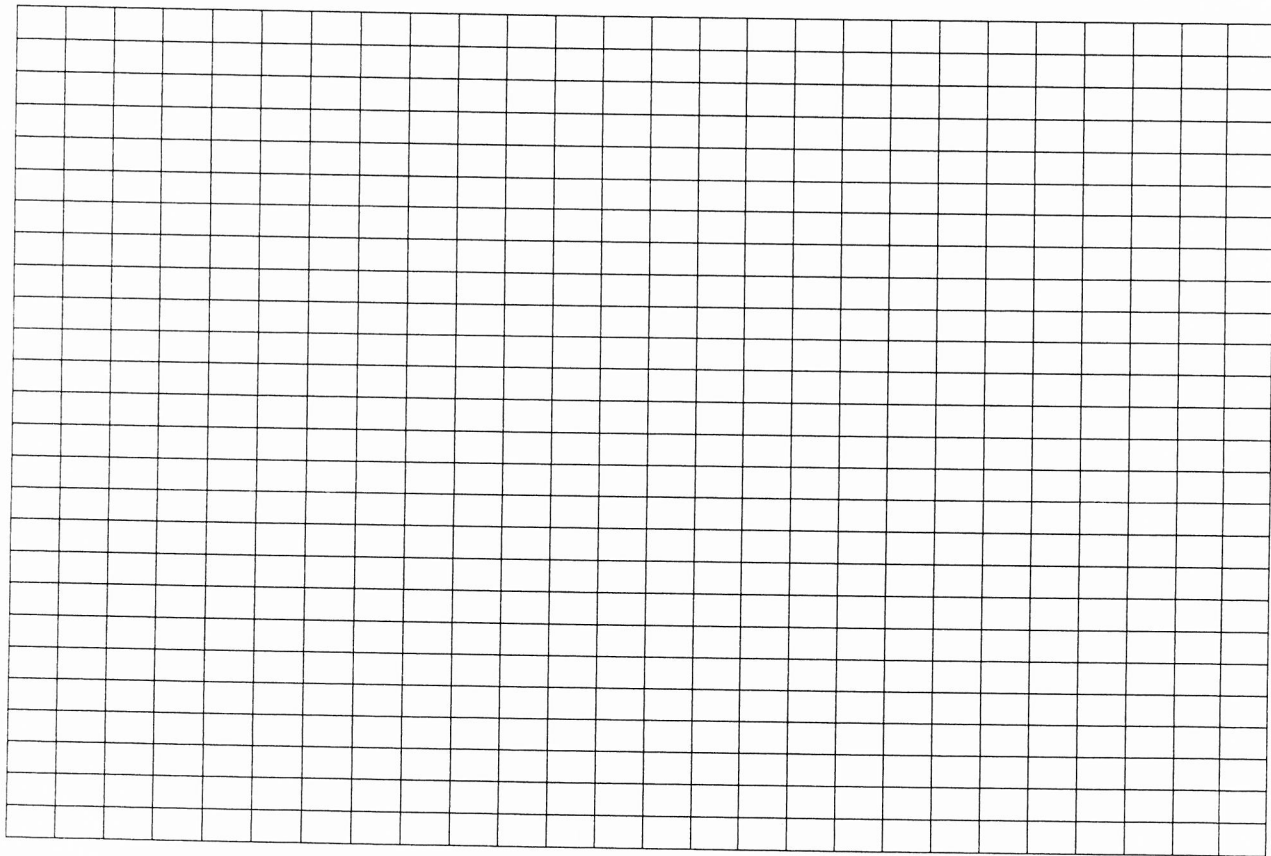


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### Site Plan

Please include lot lines, area to be cleared of trees and other vegetation, the exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from the shoreline, side and rear property lines, the location of proposed wells, septic systems, and driveways, and areas and amounts to be filled for graded. If the proposal is for the expansion of an existing structure, please distinguish between the existing structures and the proposed expansion.

Scale": \_\_\_\_\_ = \_\_\_\_\_ feet



*Please sketch what the existing building and the proposed building will look like with dimensions*

Front View with elevations

Existing

Proposed

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Side View with elevations

Existing

Proposed

*NOTE: Applicant is advised to consult with the Code Enforcement Officer and appropriate state and federal agencies to determine whether additional permits, approvals and reviews are required, such as:*

- ☐ *Planning Board review approval*
- ☐ *Board of Appeals review approval*
- ☐ *Flood Hazard development permits*
- ☐ *Septic plumbing permit*
- ☐ *Interior plumbing permit*
- ☐ *DEP Permit*

**I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Westfield shore land zoning and land use ordinances. I agree to further inspections by the Code Enforcement Office at reasonable hours.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature (if applicable)

\_\_\_\_\_  
Date

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For Official use only:

Date Rec'd.: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Action on Application:

Date: \_\_\_\_\_

☐ Approved

☐ Approved with conditions \_\_\_\_\_

\_\_\_\_\_

☐ Denied Reason for denial: \_\_\_\_\_

\_\_\_\_\_

☐ Forwarded to Planning Board Date Forwarded: \_\_\_\_\_

Reason forwarded: \_\_\_\_\_

\_\_\_\_\_

Code Enforcement Officer Signature: \_\_\_\_\_

Planning Board Action

Date Rec'd. by Planning Board: \_\_\_\_\_

Date of action on application: \_\_\_\_\_

☐ Approved

☐ Approved with Conditions: \_\_\_\_\_

\_\_\_\_\_

Denied Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Signatures of Planning Board Members:

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