

PLANNING & LAND USE INQUIRY



Requestor's Information	
Name	
Full Address	
Telephone	
Fax	
Email Address <i>(optional)</i>	
Description of Question, Inquiry or Request for Information <i>(attach additional documentation if necessary or use the back side of this form)</i> <i>(provide project and locus information such as Project Name, Property Address or Assessors Map and Lot numbers)</i>	
Notice	<p>The purpose of this form is to assist the Planning Board /Department by properly framing the questions, requests or inquiries received. For Public Records Requests in accordance with the Massachusetts Public Records Law, use our alternate form "Public Records Request".</p> <p>Requests related to land use regulation and permitting often take time to research and respond to appropriately. In fairness to all, questions, inquiries and requests for information will be taken in order and as staff time permits. Simple inquiries do not require written response and may be answered the same day. This policy allows us to assist the general public both efficiently and effectively while being fair to those whose requests and inquiries have been received first.</p> <p>Anyone looking for information on regulatory requirements (including submission requirements) should consult the Zoning Bylaw, Subdivision Rules and Regulations, General Bylaws, and regulations administered by other Departments, Boards and Agencies accordingly, including Massachusetts General Laws. Anyone submitting an application for Special Permit, Site Plan or Subdivision shall do so in accordance with <u>all</u> statutory requirements, including <u>all</u> submission requirements. We have no statutory responsibility to treat with urgency or formality those applications which do not conform to regulatory requirements, which have been established for good reason.</p>
Signature of Requestor	

Office Use Only	
Date Stamp	Date Inquiry Received: