



For Office Use Only:

Application #: _____ Received by Planning Dept: _____
Reference #: _____ Filed with Town Clerk: _____
Fee Paid: \$ _____ (65 days from date filed): _____

Town Clerk:

Book: _____ Page: _____

Town Clerk

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

ATTORNEY/DESIGNER/CONSULTANT:

Address: _____

Telephone: _____

Fax: _____

Email: _____

IS THIS AN AMENDMENT TO A PREVIOUSLY GRANTED PERMIT?

Yes No

PROPERTY INFORMATION:

Property Address/Description:

PROPERTY OWNER:

(if different from applicant)

Address: _____

Telephone: _____

Email: _____

DEED OF PROPERTY RECORDED IN:

Hampshire Cty. Reg. of Deeds Mass. Land Court

Book: _____ Page: _____

Map/Parcel: _____

Zoning District: _____

APPLICABLE ZONING BYLAW SECTION(S): _____

NAME AND BRIEF DESCRIPTION OF PROJECT:

WAIVER(S) ARE REQUESTED FROM:

_____ Signature of applicant(s)	_____ Signature of property owner(s)
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File this form with the Special Permit Planning fee of \$200 and the legal ad fee of \$300. Please bring the abutters list request form directly to the Planning Department.

This Section for Town Hall Office Use Only:

Abutters Notified: _____ (date)

Legal Ad Published in Gazette: _____ (dates)

Public Hearing Date(s): _____

Members Sitting: _____

Decision: _____

Decision Sent to Applicant: _____ (date)

Town Clerk/Building Commissioner/Town Engineer notified of Planning Board action: _____ (date)

PLEASE NOTE: *The Town of Amherst - Planning Board Rules and Regulations, Zoning Bylaw Section 11.2 Site Plan Review, and Landscaping Guidelines (available at the Planning Department office) should be used for reference in completing applications.*

**AMHERST BOARD OF ASSESSORS
REQUEST FOR CERTIFIED LIST OF ABUTTERS**

Note: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.

*****WHEN THE LIST IS READY WE WILL CALL YOU TO PICK IT UP CENTRAL SERVICES. FOR ANY OTHER METHOD OF DELIVERY CONTACT THE BOARD REQUESTING THE LIST.*****

Please Print

STREET ADDRESS	MAP	PARCEL
OWNER'S NAME	APPLICANT'S NAME	
STREET	STREET	
CITY ST	CITY	STATE ZIP
CONTACT PERSON & PHONE #		

*****Please note that if requesting abutters lists for two different departments for the same parcel, you must fill out separate abutters request forms.*****

Please circle type of permit or variance requested:

- A: Liquor License – Immediate abutters, also 500’ from all borders for churches/hospitals/public & private schools.**
- B: Planning Board – Subdivision or Special Permit - 300’**
- C: Zoning: - Special Permit or Variance Appeals - 300’**
- D: Conservation: -Wetland Hearing - 300’**
- E: Planning - Site Plan Review 300’**
- F: Town Council - 300’**
- G: Health – Livestock, Poultry, Wells**

NOTE: THE ABUTTERS LIST IS ONLY OFFICIAL FOR A PERIOD OF 30 DAYS FROM THE DATE OF CERTIFICATION BY THE ASSESSOR. AFTER 30 DAYS, YOU WOULD NEED TO REAPPLY FOR A NEW LIST.

RECEIVED

ATTENTION!



HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS

Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or

- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve FINES up to **\$500**, PLUS the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer
Public Works Dept.
586 South Pleasant Street
Amherst, MA 01002
(413) 259-3050
skeelsj@amherstma.gov

FOR PUBLIC SHADE TREE INFO:

Alan Snow, Tree Warden
Public Works Dept.
586 South Pleasant Street
Amherst, MA 01002
(413) 259-3211
treewarden@amherstma.gov

FOR SCENIC ROADS INFO:

Amherst Planning Dept.
Town Hall, 4 Boltwood Ave.
Amherst, MA 01002
(413) 259-3040
planning@amherstma.gov

