



TOWN HALL  
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Amherst, MA 01002-2351

PLANNING DEPARTMENT  
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**TENANT/LESSEE NOTIFICATION**

The Amherst Zoning Bylaw mandates that the tenants or lessees of any property for which a Special Permit or Site Plan Review approval is being sought be notified, as follows:

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“In any instance where a Special Permit or Site Plan Review application is filed with the Town and there are tenants or lessees on the property which is the subject of the permit request, the applicant shall provide notice of the permit request to those tenants or lessees of the units by distributing a notice of the request, with the date, time and location of the public hearing, to those tenants or lessees, or by posting notice in one or more common areas such as will likely result in actual notice to tenants or lessees”. The applicant shall submit a sworn and notarized letter to the Permit Granting Authority, stating that this requirement has been met and by what means.

“If said notification requirements have been met to the satisfaction of the Permit Granting Authority, a circumstance where individual tenants or lessees fail to receive notification shall not serve to invalidate the public hearing.” [Amherst Zoning Bylaw, Sections 10.5 & 11.231].

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This tenant/lessee notification requirement can be met through:

1. Timely distribution of an appropriate notice (date, time and location of public hearing) to every individual tenant Or lessee, or,
2. Timely posting of the notice in one or more common areas (where’ such areas exist) regularly frequented by tenants or lessees.
3. A sworn and notarized letter stating that this notification requirement has been met must be submitted to the permit granting board or authority, with a copy of the notice attached.

**For further information, contact the Amherst Planning Department  
413-259-3040 or [planning@amherstma.gov](mailto:planning@amherstma.gov).**