



**TOWN OF HATFIELD  
MASSACHUSETTS**

**TOWN CLERK** ALAINA E. WILCOX  
**ASSISTANT TOWN CLERK** KAREN M. KAROWSKI  
Memorial Town Hall 59 Main Street Hatfield, MA 01038  
PHONE: 413-247-0492 FAX: 413-247-5029  
EMAIL: [townclerk@townofhatfield.org](mailto:townclerk@townofhatfield.org)

**PLANNING BOARD APPLICATION INFORMATION**

Complete all questions. Refer to the appropriate section of the Town of Hatfield Zoning Bylaws, as identified below. Detailed information regarding the content of each type of application may be found in the attached excerpts from the Zoning Bylaws.

**It is highly recommended that you have a pre-application meeting with the Planning Board prior to finalizing your submittal. The Planning Board may waive certain requirements. Additional documents, which may be required, can be identified at that time.**

Submit 8 copies of the completed application package, which includes the application and all required attachments. All plans 11x17 or larger must be folded and collated with each application. The original application must be filed with the Town Clerk, along with the appropriate fees. A receipted copy will be returned to the applicant by the Town Clerk.

In addition to the application package, the applicant must provide two separate sets of stamped envelopes addressed to each of the abutters within 300 feet, per the abutters list and to the planning boards of adjacent towns, Whately, Williamsburg, Hadley and Northampton. Please note that if more than 1 parcel is owned by the same person, only 1 envelope is required for that abutter in each of the 2 sets of envelopes. The return address of all the envelopes should be as follows: Planning Board, Town of Hatfield, 59 Main Street, Hatfield, Ma. 01038

Upon receipt of the filed application, the Planning Board will review and determine the date of the hearing or meeting. The legal ad will be prepared by the Planning Board and transmitted to the applicant. The applicant is responsible for submitting the legal ad to the Daily Hampshire Gazette, Northampton, Ma for publication. The applicant is responsible for payment of the advertising costs by paying the newspaper directly, at the time the ad is placed with the newspaper. The newspaper must NOT bill the Town of Hatfield. The Planning Board will mail the required notices to the abutters.

**Planning Board**

Stephanie Slysz, Chair  
James Tarr, Alternative Chair  
David Bell Jr., John Jeffress, Douglas Finn  
Ashton Weagle, Administrative Support 413-247-9200 Ext 4

**Assistant Planner**

Janelle Franklin 413-247-9200 Ext 106

**Building Inspector/Zoning Enforcement Officer**

Kyle Scott 413-247-0491, Ext 109

**Town Clerk**

Alaina E. Wilcox 413-247-0492

Zoning Bylaws, Zoning Map and Town Bylaws are available at the Town Clerk's Office.

Zoning Bylaws are also available on the Town's website, [www.townofhatfield.org](http://www.townofhatfield.org)

**TOWN OF HATFIELD**  
**Memorial Town Hall, 59 Main Street, Hatfield, Ma. 01038**

**PLANNING BOARD APPLICATION**

1. TYPE OF APPLICATION

\_\_\_ **SPECIAL PERMIT**

(see section 5.3.4 in zoning bylaws for submittal requirements)

\_\_\_ **SPECIAL PERMIT WITH SITE PLAN APPROVAL**

(see section 5.3.4 and 5.4.4 in zoning bylaws for submittal requirements)

\_\_\_ **SITE PLAN REVIEW**

(see section 5.4.4 in zoning bylaws for submittal requirements)

2. APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Applicant's signature \_\_\_\_\_

3. PROPERTY OWNER, if different

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

-----  
*OFFICE USE ONLY: FILING INFORMATION*

*DATE AND TIME APPLICATION FILED* \_\_\_\_\_ *FEE PAID* \_\_\_\_\_

*FILING FEE*

|   |               |
|---|---------------|
| ___ <i>Special Permit</i>                         | <i>300.00</i> |
| ___ <i>Special Permit with Site Plan Approval</i> | <i>300.00</i> |
| ___ <i>Site Plan Approval</i>                     | <i>100.00</i> |

*TOWN CLERK'S SIGNATURE* \_\_\_\_\_

*DATE TRANSMITTED TO PLANNING BOARD* \_\_\_\_\_  
-----

4. PROPERTY LOCATION

Street Address \_\_\_\_\_

Assessors' Map \_\_\_\_\_ Lot \_\_\_\_\_

Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_

Current Zoning \_\_\_\_\_

(Indicate verification by Building Inspector or Town Clerk)

Overlay Districts, if applicable \_\_\_\_\_

5. PROPOSED PROJECT-Explain in detail

6. APPLICABLE SECTION OF HATFIELD ZONING BYLAWS

(per Sec 3.0 Table of Use Regulations and/or Sec 6.0 Development Methods)

Section/Sub-Section Name \_\_\_\_\_

Section/Sub-Section Number \_\_\_\_\_

7. ITEMS TO INCLUDE WITH ALL APPLICATIONS

- a. List of abutters, prepared by the Assessors.
- b. Two separate sets of stamped envelopes addressed to each of the abutters within 300 feet, per the abutters list and to the planning boards of adjacent towns, Whately, Williamsburg, Hadley and Northampton. Please note that if more than 1 parcel is owned by the same person, only 1 envelope is required for that abutter in each of the 2 sets of envelopes. The return address of all the envelopes should be as follows:  
Planning Board, Town of Hatfield, 59 Main Street, Hatfield, Ma. 01038
- c. Zoning determination, issued by the Building Inspector/Zoning Enforcement Officer
- d. Site Plan (including mylar and copy on disk) indicating proposed use
- e. All other pertinent items, per the Zoning Bylaws
- f. Additional information as may be required by the Planning Board
- g. The Planning Board may waive certain items, dependent upon the nature of the project.



**Board of Assessors**  

---

**Town of Hatfield**  
**Massachusetts**

Memorial Town Hall  
59 Main Street  
Hatfield, MA 01038  
(413) 247-0322  
(413) 247-5029 FAX

**REQUEST FOR ASSESSORS' LIST OF PARTIES IN INTEREST (Abutters)**

Date:

Name of Applicant:

Name of Owner:

Address of Property:

Assessors' Map \_\_\_\_\_ Lot

**Planning Board and/or Conservation Commission/Zoning Board of Appeals/Abutters Request**

Charge for list of abutters is \$5.00.

An additional fifty cents per sheet will be charged for labels.

Please forward payment to: Board of Assessors

59 Main Street

Hatfield, MA 01038

Format Options:

- \_\_\_\_\_ Excel Spreadsheet via Email, please provide Email Address
- \_\_\_\_\_ PDF file in label format via Email, please provide Email Address
- \_\_\_\_\_ Faxed copy, please provide fax number
- \_\_\_\_\_ Hard Copy (Must be picked up in the Assessors' Office)
- \_\_\_\_\_ Preprinted Labels, Two Sets (Must be picked up in the Assessors' Office)

**The attached list includes all abutters within 300 feet.**

**The Board of Assessors is certifying the attached abutters' list \_\_\_\_\_**

**This form must be submitted with your application to the above Board.**