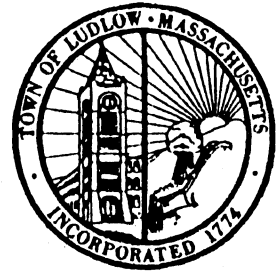


Town of Ludlow

Office of the Planning Board



PROCEDURES FOR PLANNING BOARD WAIVER OF FRONTAGE

If a person wishes to create one or more lots whose frontage is less than that allowed by the zoning bylaws, she/he must go through a two-step process. First, the petitioner must request a waiver of the frontage requirements from the Planning Board. Secondly, the petitioner must request a variance from any relevant dimensional requirements, including frontage, from the Board of Appeals.

The Planning Board may grant a waiver from frontage requirements in cases where:

1. The waiver would be in the public interest.
2. The waiver would not be inconsistent with the intent and purpose of the Subdivision Control Law.

The following steps must be followed for a petition for Planning Board Waiver of Frontage.

1. Check with the Building Department or Planning Board Office to learn if the proposed frontage meets the requirements of the zoning bylaw. If the frontage is less than that required, then:
2. Obtain an application from the Planning Board.
3. Obtain one copy of the Assessor's map of the property for the purpose of context.
4. Obtain lot plan showing proposed property lines and dimensions, and proposed and existing structures.
5. Obtain a list of abutters from the Assessors' Office.
6. After the application has been completed, bring to the Town Clerk's Office and have it date stamped.
7. Submit the application, Assessors' Map, plan, abutters list and any other information or documents required to the Planning Board.
8. Pay \$75.00 filing fee to the Planning Board. Checks should be made payable to the Town of Ludlow. You will also be responsible for the cost of the newspaper publication.

After all these steps have been completed, a public hearing will be scheduled. At the public hearing, you or your agent will be required to present your case.

If the Planning Board grants a waiver, your next step will be to apply for a variance from the Board of Appeals. Once you receive both the waiver and the variance, you must file these documents with the Hampden Registry of Deeds in order for them to be valid.

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