

Town of Westborough

Development Guidebook



A Guide to the Review and Approval Process for the Development in Westborough

May 2006

TABLE OF CONTENTS

	PAGE
INTRODUCTION	2
DEPARTMENT/BOARDS	
Board of Health	2
Building Department	
Inspector of Buildings/Zoning Enforcement Officer	6
Electrical/Wiring	8
Gas	10
Plumbing	11
Conservation Commission	13
Department of Public Works	
Highway Division	15
Tree Division	17
Water and Sewer Division	18
Design Review Committee	23
Earth Removal	25
Fire Department	27
Historical Commission	29
Planning Board	30
Police Department	33
Site Plan Review	34
Zoning Board of Appeals	36
Department Liaisons Telephone Directory	38
APPENDIX	
Monthly Meeting Schedule	40
Federal Permits	41
State Permits	42



TOWN OF WESTBOROUGH

Town Offices, 34 West Main Street

Westborough, Massachusetts

01581

The Board of Selectmen and the Town Coordinator welcome new business and industry to Westborough. We ask that you review this Guidebook carefully and familiarize yourself with the Town of Westborough, its bylaws, rules and regulations governing the development review process.

The purpose of this Guidebook is to outline for you the process for obtaining the required permits for project development and construction in Westborough. It introduces you to the officers and officials, the permits, and the process of development permit application and review used by the Town regulatory boards. It summarizes the project review and approval process and defines the role that each local regulatory board plays in that process.

While we hope that this Guidebook is a valuable resource, please remember that it is intended to contain *summary* information only. Specific municipal rules, regulations, requirements and standards with which each project applicant must comply are available from the individual boards/staff liaisons. This Guidebook is not intended to address all potential development issues and thus should be used as one tool in your development planning.

In addition to the formal review process, the Town Coordinator, who is the Town's Business Liaison, will hold informal preplanning meetings with applicants and applicable departments upon request.

This Guidebook introduces you to the review and approval process and helps to guide you through them in a manner that is mutually beneficial to you and to the citizens of the Town of Westborough.

Department: Board of Health

Staff Liaison and Phone: Paul McNulty, Director of Public Health
 Kathy Smith, Board of Health Administrative Assistant
 Steven Bacarri, Registered Sanitarian
 Terry Gilchrist, Health Inspector
 (508) 366-3045

Office Hours: Board of Health
 Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
 Tuesday 8:00 A.M. – 8:00 P.M.
 Friday 7:30 A.M. – 12:00 P.M.

Board/Commission/Committee: Board of Health

Meeting Schedule: Generally, the third Tuesday of the month.

Members: Priscilla Federici, R.N.
 Alan Ehrlich, M.D.
 Christopher Reh, Ph.D.

Description: The Board of Health is an appointed three-member board, committed to keeping the Town of Westborough a healthy environment.

Permits Issued:

Abrasive Blasting	Motels
Biotechnology	Pools, public/semi-public
Body Art	Rubbish Removal
Bottling	Septic Systems
Flood Plain	Sewage Transporter
Food Service	Stables, private/public
Food Warehouse	Tanning
Funeral Directors	Tobacco Sales
Garbage Removal	Trailer Parks (mobile homes)
Installers – septic systems	Transfer Station Stickers
Massage Establishments/Therapists	Wells

Process for Obtaining Permit(s): Applications can be obtained from the Board of Health Office, located in Room 25, second floor of the Forbes Municipal Building, 45 West Main Street. Routine applications that meet all requirements are usually approved by the office staff within a few days. Depending on the circumstances, permit may need to be reviewed by the Board at a scheduled meeting.

Advertisement Requirements: not applicable

Board of Health

Time Frame for Public Hearing: usually one month

Time Frame for Decision: In the case that a hearing before the Board is necessary, decisions will usually be made at that time. If the Board is unable to come to a decision, it will be made at the next monthly meeting.

Appeal Process: Depending on the type of permit, appeals may be made to D.E.P., Mass. Plumbing and Gas Commission, Mass. Division of Food and Drugs. Generally the decision of the Board of Health is final and only appealable in a court action.

Fee Schedule: see next page

Applicable Local, State and Federal Statutes:

*105 CMR

*310 CMR

*Westborough Board of Health Rules and Regulations

TOWN OF WESTBOROUGH
Board of Health
Fee Schedule
(As of May, 2006)

Abrasive Blasting	\$50.00
Biotechnology	250.00
Body Art Establishments	400.00
Body Art Practitioner	200.00
Bottling (carbonated/non-alcoholic)	75.00
Food Establishment	
0 to 40 Seats	180.00
41 and Over Seats	350.00
Under 10,000 square feet of retail space	200.00
10,000 square feet and over of retail space	500.00
With salad bar	add 50.00
With buffet	add 50.00
With delicatessen	add 100.00
With bakery	add 100.00
Bed and Breakfast Establishment	50.00
Catering	50.00
Food Storage Warehouse	400.00
Limited food service establishment	10.00
Limited retail food establishment	10.00
Mobile Food	100.00
Residential	20.00
Sushi Bars	25.00
Temporary events (carnivals, 4 th of July, etc.)	20.00
Noncompliance fee (inspection policy)	200.00
Noncompliance fee (unauthorized new equipment and/or operations)	200.00
Plan review – new facility or new use of facility	
0 to 40 seats	150.00
41 and over seats	250.00
Under 10,000 square feet of retail space	150.00
10,000 square feet and over of retail space	350.00
Plan review – restaurant kitchen remodeling	
Less than 500 square feet	75.00
Over 500 square feet	200.00
Construction Re-inspections	
0 to 40 seats	150.00
41 and over seats	250.00
Under 10,000 square feet of retail space	175.00
10,000 square feet and over of retail space	300.00
Flood Plain	100.00

Board of Health Fee Schedule, continued

Funeral Directors	30.00
Garbage Removal	25.00
Installers – septic system	100.00
Massage Establishments	100.00
Massage Therapist	50.00
Motels	25.00
Percolation/Deep Hole Tests – per lot	
2 Test Holes and 1 Perc	150.00
Pools – Public and Semi-public	150.00
Construction Application	300.00
Rubbish Removal	300.00
Sewage Transporter	200.00
Stables (private)	15.00
Stables (public)	40.00
Tanning Facilities	100.00
Tobacco Sales	50.00
Trailer Parks	10.00
Transfer Station Stickers (renewed every 2 years)	50.00
Wells	200.00

SEPTIC SYSTEMS

Repair – Single Family	50.00
Residential – New – Single Family	300.00
Commercial – New and Repair	400.00
Plus \$.25/gallon design flow	
Industrial – New and Repair	400.00
Plus \$.25/gallon design flow	

Unless otherwise stated, all permits and licenses are renewed on an annual basis.

Department: **Building Department**

Staff Liaison and Phone: Joe Inman, Building Commissioner and Zoning Enforcement Officer
Donald Moquin, Assistant Building Inspector
Pauline Pikiel, Building Department Administrative Assistant
(508) 366-3015

Office Hours: Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
Tuesday 8:00 A.M. – 8:00 P.M.
Friday 7:30 A.M. – 12:00 P.M.

Permits Issued: Building Permit
Certificate of Inspection
Solid Fuel Burning Appliance Permit (wood, coal stoves)
Sign Permit
Zoning Permit

Process for Obtaining Permit(s): All construction requires a building permit. Permit applications are available at the Building Department, located in Room 20, second floor of the Forbes Municipal Building, 45 West Main Street. For advice regarding compliance with zoning by-laws and sign regulations, please contact the Building Department. After all required documentation and plans are submitted, review shall not exceed 30 days.

Advertising Requirements: not applicable

Time Frame for Public Hearing: not applicable

Time Frame for Decision: not applicable

Appeal Process: Appeals related to zoning should be made to the Westborough Zoning Board of Appeals. Building code appeals should be made to the Massachusetts Building Board of Appeals.

Fee Schedule: see next page

Applicable Local, State and Federal Statutes:
Mass. State Building Code 780 CMR
*Westborough Zoning Bylaw
*The Zoning Act, (Massachusetts General Laws, Chapter 40A)
*Wetlands Protection Act (M.G.L. Chapter 131, Section 40)
* M.G.L. c.22 s.13A, 521 CMR

TOWN OF WESTBOROUGH
Building Department
Fee Schedule
(6/15/04)

Permit fees for new building or structures will be determined by multiplying gross floor area of all floors, in square feet by the cost per square foot of use, as listed in Building Valuation Data Report, published by Marshall and Swift Publication Co., Los Angeles, CA, for Boca International.

Construction Plan and Building Permit Applications must include square footage and use of each floor. Proportionate amounts of estimated cost will be assessed to the nearest \$1000.

MULTI – FAMILY / APARTMENTS

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Minimum Fee	\$ 50.00
Temporary Occupancy Permit*	\$100.00

(* **Required** to be renewed every 30 days)

INDUSTRIAL - BUSINESS

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Signs	\$ 3.00 per square feet
Minimum Fee	\$100.00
Temporary Occupancy Permit*	\$100.00

(* **Required** to be renewed every 30 days)

RESIDENTIAL / ONE AND TWO FAMILIES

All Construction	\$ 10.00 per thousand construction cost.....BOCA
Minimum Fee	\$ 30.00
Temporary Occupancy Permit*	\$ 50.00

(* **Required** to be renewed every 30 days)

Any construction started before obtaining a required building permit, or consent of the Inspector of Buildings, will be charged double the permit fee.

There will be a charge of \$40.00 for re-inspection necessitated by faulty or illegal installation or non-conformance with the requirements of Massachusetts State Building Code. Re-inspection fees shall be paid before re-inspection is made.

Department: **Building
ELECTRICAL AND WIRING**

Staff Liaison and Phone: Joseph Orlando, Wiring Inspector
Pauline Pikiel, Building Department Administrative Assistant
(508) 366-3015

Office Hours: Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
Tuesday 8:00 A.M. – 8:00 P.M.
Friday 7:30 A.M. – 12:00 P.M.

Permits Issued: Residential and Non-Residential Wiring Permits

Process for Obtaining Permit(s): Permit applications are available at the Building Department, located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Either a licensed electrician or homeowner may complete the application.

Advertising Requirements: not applicable

Time Frame for Public Hearings: not applicable

Time Frame for Decision: not applicable

Appeal Process: not applicable

Fee Schedule: see next page

Applicable Local, State and Federal Statutes:
*Mass Electrical Code 527 CMR 12.00

**TOWN OF WESTBOROUGH
Building Department
Electrical Permit Fee Schedule (6/15/04)**

RESIDENTIAL

New	\$.50 per amp
Renovations/Additions/Alterations	\$50.00

Residential Additions, Alterations, Renovations (per dwelling unit)	\$25.00*
- with service change / upgrade service	Plus \$20.00

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION.

COMMERCIAL – BUSINESS – INDUSTRIAL

New (construction)	\$.50 per amp
Renovations/Additions/Alterations	\$.50 per amp (or, \$50.00 plus \$10.00 per \$1,000.00 construction cost)

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION.

A separate electrical permit shall be filed for each dwelling unit or tenant space. The fee is DOUBLED if work proceeds without obtaining proper permit in conformance with the Massachusetts Electrical Code. A fee of \$40.00 will be charged for re-inspection necessitated by faulty or illegal installation or not in accordance with the requirements of Massachusetts codes. Re-inspection fees shall be paid by contractor, electrician or other persons doing work prior to re-inspection being made.

MISCELLANEOUS:

1. If, within ninety (90) days following issuance of a permit, no work has commenced or, if work has been commenced but is not being prosecuted, the permit shall lapse and become void.
2. A \$25.00 fee must be paid if the inspector is not notified within 5 days of completion of work.

Department: **Building
GAS**

Staff Liaison and Phone: Robert Cunningham, Inspector of Plumbing and Gas
Pauline Pikiel, Building Department Administrative Assistant
(508) 366-3015

Office Hours: Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
Tuesday 8:00 A.M. – 8:00 P.M.
Friday 7:30 A.M. – 12:00 P.M.

Permits Issued: Permits issued for natural/propane gas for residential and non-residential properties. Permits issued to valid Massachusetts gas fitters licensees only.

Process for Obtaining Permit(s): Massachusetts licensed gas fitters may apply for gas permits through the Building Dept. The Building Dept. is located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Permits are generally issued the same day with proper identification and insurance coverage. (A homeowner cannot obtain a permit.)

Advertising Requirements: not applicable

Time Frame for Public Hearing: not applicable

Time Frame for Decision: not applicable

Appeal Process: not applicable

Fee Schedule: see page 14

Applicable Local, State and Federal Statutes:
*Mass. FNEC Gas Code 248 CMR 3.00 through 8.00

State law requires that only licensed plumbers and gas fitters can perform plumbing and gas work for residential and non-residential properties for all new, renovation or replacement work.

Department:	Building PLUMBING
Staff Liaison and Phone:	Robert Cunningham, Inspector of Plumbing and Gas Pauline Pikiel, Building Department Administrative Assistant (508) 366-3015
Office Hours:	Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
Permits Issued:	Plumbing Permits
Process for Obtaining Permits:	Plumbers, who are licensed in Massachusetts, may apply for permits through the Building Department. The Building Department is located in Room 20, on the second floor of the Forbes Municipal Building, 45 West Main Street. Permits are generally issued the same day with proper identification and insurance coverage. (A homeowner cannot obtain a permit.)
Advertising Requirements:	not applicable
Time Frame for Public Hearings:	not applicable
Time Frame for Decision:	not applicable
Appeal Process:	not applicable
Fee Schedule:	see next page

Applicable Local, State and Federal Statutes:
*Massachusetts State Plumbing Code 248 CMR 2.00

State law requires that only licensed plumbers and gas fitters can perform plumbing and gas work for residential and non-residential properties for all new, renovation or replacement work.

TOWN OF WESTBOROUGH
Building Department
Plumbing and Gas Permit Fee Schedule (6/15/04)

RESIDENTIAL

PLUMBING	\$40.00 PLUS \$10.00 per fixture
GAS	\$40.00 PLUS \$10.00 per appliance \$50.00 PLUS \$10.00 per appliance (NEW)

COMMERCIAL

PLUMBING	NEW \$100.00 PLUS \$10.00 per fixture SINGLE FIXTURE \$50.00
GAS	NEW \$100.00 PLUS \$10.00 per appliance SINGLE FIXTURE \$50.00

- PERMIT FEE WILL PROVIDE ONE UNDERGROUND, ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND RE-INSPECTIONS SHALL BE AT THE RATE OF \$40.00 PER INSPECTION. ALL FEES ARE TO BE PAID IN ADVANCE.

NOTE: A separate plumbing or gas permit shall be filed for each dwelling unit or tenant space. The fee is DOUBLED if work is started without obtaining a plumbing or gas permit in conformance with the Massachusetts Fuel Gas and Plumbing Codes.

A fee of \$40.00 will be charged for re-inspections necessitated by faulty or illegal installation or not in accordance with the requirements of Massachusetts codes.

Adopted by the
Board of Selectmen

Department:	Conservation Commission
Staff Liaison and Phone:	Jeanne Smith, Conservation Commission Administrative Assistant (508) 366-3014
Office Hours:	Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
Board/Commission/Committee:	Conservation Commission
Meeting Schedule:	Generally, the second Tuesday of each month
Members:	Edward Brady, Chairman Paul Baptiste Warren Keyes Timoty Buckalew Stephen Henry Gerald Cushing, Associate Gary Bowman Andrew Koenigsberg Joseph Inman, Conservation Officer Derek Saari, Asst. Planner/Conservation Officer
Description:	Any work that involves removing, filling, dredging or altering an area within 100 feet of a wetland, or within 200 feet of any perennial river or stream, flood zone or other protected area, requires filing with the Conservation Commission.
Permits Issued:	Certificate of Compliance Determinations of Applicability Extension Permits Order of Conditions
Process for Obtaining Permit(s):	Applications can be obtained from the Department of Environmental Protection or the Conservation Commission, located in Room 20 on the second floor of the Forbes Municipal Building, 45 West Main Street. Filings are done in accordance with state regulations.
Advertising Requirements:	Legal advertisement at least five days prior to public hearing.
Time Frame for Public Hearing:	Within 21 days of receipt of filing.
Time Frame for Decision:	Within 21 days of close of public hearing.
Appeal Process:	Appeals may be made to the Department of Environmental Protection.

Fee Schedule:

Fees are dependent upon the type and complexity of the work proposed. Please contact the Conservation Commission Secretary for further information.

Applicable Local, State and Federal Statutes:

*Wetlands Protection Act Regulations 310 CMR 10.00

*M.G.L c.131 s.40

*Westborough Conservation Commission Guidelines

*Although not a part of the Zoning Bylaw or Subdivision Rules and Regulations, the Conservation Commission's Order of Conditions is generally incorporated into the Planning Board's decisions and covenants.

Department: **Department of Public Works
HIGHWAY/ENGINEERING DIVISION**

Staff Liaison and Phone: John Walden, DPW Manager
Edward Wagner, Assistant DPW Manager
Carl Balduf, Town Engineer
Larry Crowley, Staff Engineer (508-366-3076)
Dennis Cote, Operations Manager
Helen Campanale, DPW Administrative Assistant
(508) 366-3070

Office Hours: Monday – Friday 7:00 A.M. – 4:30 P.M.

Permits Issued: Curb Cut Permit Sewer Connection Permit
Road Opening Permit Water Connection Permit
Utility Contractors Permit Sewer Installation Permit
DPW Specifications/Details Water Installation Permit

Process for Obtaining Permit(s): Permits are available at the DPW Office, located at 131 Oak Street, off Route 9 West and Route 135 North (Milk Street). Regulations for permits are listed at the DPW Office. Fees are to be paid prior to permit approval. (Please see fee schedule).

Advertising Requirements: not applicable

Time Frame for Public Hearings: not applicable

Time Frame for Decision: not applicable

Appeal Process: not applicable

**Fee Schedule:
Curb Cut Permit**

Fee: \$20.00

Process: 3 to 5 Days

Description: Curb cut form is to be filled out, and a site plan showing the proposed curb cut location is to be attached to the form. This applies to driveways or other entrances onto the public way.

Road Opening Permit – This permit is required for all work within the Town Right-of-Way

Fee: \$20.00

Process: 3 to 5 Days

Description: Road opening form is to be filled out and a plan showing location of proposed work area is to be attached to the form. Work is to be performed by a licensed contractor, who has been approved by the DPW. Additional fees may be required upon review of the permit. Public Utilities are covered under 1A and 1B of the road opening permit. All work is to be inspected after 48 hour notice is provided by the contractor, copy of permit to be kept on site.

Utility Contractor’s Permit

Fee: \$50.00 DPW Specifications and Details Book \$5.00 (free with permit)

Process: 3 to 5 Days

Description: Utility Contractor’s form is to be filled out, and three (3) references are to be attached to the form. The required bonds and insurance are to be in place before the permit is issued. Insurance certificate of \$500,000 and Bond of \$10,000 are to remain in effect as required by the DPW. This permit is required for all contractors who work within the Town’s layout or work on water, sewer, drainage or other utilities that effect the Town or private or public way.

Applicable Local, State and Federal Statutes:

*Local regulations governing public ways.

Department: **Department of Public Works**
TREE DIVISION

Staff Liaison and Phone: John Walden, DPW Manager
Dennis Cote, Operations Manager
Dan Moynihan, Tree Warden
Helen Campanale, DPW Administrative Assistant
(508) 366-3070

TREE DIVISION POLICY

Shade Tree Removal: The Town is responsible for removing damaged or diseased trees within the Town layout. Determination will be made by the Tree Warden. No posting or hearing is required.

Shade Tree Removal by Homeowner: A public hearing is required if the tree is within the Town layout, the removal is requested by the homeowner, and the tree is determined to be healthy by the Tree Warden. After a public hearing if there are objections to the tree removal, the Board of Selectmen have the final determination. If the decision is in favor of the homeowner, the tree may be taken down at the homeowner's expense. The procedure for a public hearing is available from the DPW office. There is no fee for the Public Hearing procedure.

Planting of Trees and Shrubs: No trees or shrubs will be planted within the Town layout. No tree is to be planted within ten feet (10') of any utility including water, sewer, drain, gas and electric lines. The town has the right to trim or remove trees and shrubs that are on private property but interfere with the public right of way. These regulations are listed under Shade Trees, Chapter 87 of the MA General Laws. Other regulations pertaining to Chapter 87 are available at the DPW office.

*The Town layout is property within the public right of way of a Town street. Please check with the DPW for the right of way plan or description for the street involved.

Department: **Department of Public Works**
WATER AND SEWER DIVISION

Staff Liaison and Phone: John Walden, DPW Manager
Carl Balduf, Town Engineer
Dennis Cote, Operations Manager
Anthony Vincequere, Lead Person, Water
Helen Campanale, DPW Administrative Assistant
(508) 366-3070

Office Hours: Monday – Friday 7:00 A.M. – 4:30 P.M.

Permits Issued:	Backflow Permit	Grease Trap Permit
	Flow Tests	Hydrant Use Permit
	Water Meter Testing	Also: Water Meter Installation

Process for Obtaining Permit(s): Permits are available at the DPW Office, located at 131 Oak Street, off Route 9 West and Route 135 North (Milk Street). Regulations for permits are listed at the DPW Office. Fees are to be paid prior to permit approval. (Please see fee schedule).

Advertising Requirements: not applicable

Time Frame for Public Hearing: not applicable

Time Frame for Decision: not applicable

Appeal Process: not applicable

Fee Schedule: see next page

Applicable Local, State and Federal Statutes:

*Local regulations governing the discharge of waters and wastes into the public sewer system.

*Regulations for Users of the Westborough Water Supply and Distribution System.

TOWN OF WESTBOROUGH
Department of Public Works
Water and Sewer Fee Schedule (7/1/2005)

Rates are for Fiscal 2006 and will take effect with the first billing after July 1, 2005. Charges will be billed semi-annually.

WATER

Minimum semi-annual consumption allowance	up to	2,000 cu. ft.
Minimum semi-annual charge		\$60.00
First block semi-annual lower consumption limit		2,000 cu. ft.
First block semi-annual upper consumption limit	up to	3,600 cu. ft.
First block rate		\$3.079/ccf
Second block semi-annual lower consumption limit		3,600 cu. ft.
Second block semi-annual upper consumption limit	up to	6,000 cu. ft.
Second block rate		\$3.101/ccf
Third block semi-annual lower consumption limit		6,000 cu. ft.
Third block semi-annual upper consumption limit	up to	10,000 cu. ft.
Third block rate		\$4.533/ccf
Excess consumption semi-annual	Over	10,000 cu. ft.
Excess rate		\$5.625/ccf

Water Multi-Family Dwelling (4 or more units on one master meter)

Minimum semi-annual consumption allowance	up to	1,000 cu. ft. (x # of units)
Minimum semi-annual charge		\$30.00 (x # of units)
Excess consumption semi-annual	over	1,000 cu.ft.
Excess rate		\$4.500/ccf

Senior/Low Income rate - \$40.00 Annual Charge

Flat rate billed semi-annually \$20.00

*Note: Both age and income limits must be met

Compassionate rate - \$40.00 Annual Charge

Flat rate billed semi-annually \$20.00

Note: This rate is intended to cover short term, severe hardship instances and is discretionary through the Manager of the Department of Public Works. True need must be shown.

TOWN OF WESTBOROUGH
Department of Public Works
Water and Sewer Fee Schedule (7/1/2005)

Rates are for Fiscal 2006 and will take effect with the first billing after July 1, 2005. Charges will be billed semi-annually.

SEWER

Residential Rate

Residential users billed semi-annually based on 80% of actual water usage.

Minimum semi-annual consumption allowance	up to	1,250 cu. ft.
Minimum semi-annual charge		\$44.00
Semi-annual charge of over 1,250 cu. ft. uniform rate		\$3.52/ccf
Sewer Only Charge – no public water		\$154/year
Billed semi-annually		\$77.00

Commercial/Industrial

Commercial/Industrial users billed semi-annually based on 100% of actual water usage.

Minimum semi-annual consumption allowance	up to	1,250 cu. ft.
Minimum semi-annual charge		\$44.00
Semi-annual charge of over 1,250 cu. ft. uniform rate		\$3.52/ccf

Note: Sewer rates, being based on 80% of water usage, are intended to allow for water consumption such as vehicle washing, landscape watering, pool topping, etc., which do not impact the sanitary sewer system.

Water Connection Permit

Fee: \$5,000.00 per unit

Process: Upon review of permit

Description: Water connection permit is to be completed with required information. The fee will be determined upon review. Evaluation for the permit fee is available at the DPW office under the Water Privilege Fee. This permit is applicable to change, and for expansion of use as well as new construction.

Water and Sewer Fee Schedule, continued

Water Installation Permit

Fee: Service Laterals - \$25.00 for first 100 feet, \$15.00 per 100 feet or any portion thereafter.

Water Mains - \$50.00 for first 100 feet, \$25.00 per 100 feet or any portion thereafter.

Description: Water installation permit is to be filled out with any related information for review.

Fee is determined by the length of the water line. Installation is to be done by a Utility Contractor who has been licensed by the Town. All work to be inspected after 48 hour notice provided by the contractor, copy of permit to be kept on site.

Sewer Connection Permit

Fee: \$10,000 per unit

Process: Upon review of permit

Note: For single family residence built prior to January 1, 1997 fee is \$3,000, provided the application is submitted within one (1) year from the date that Town sewer is available. The fees will be determined upon review under Article 17, Section 3, of the Town Bylaw Sewer Cost Apportionment.

Description: Residential Sewer Connection Permit is to be filled out by the homeowner or by an approved agent with any related information for review. Commercial or Industrial connections are subject to either D.E.P and/or DPW review. This permit is applicable to change, and for expansion of use as well as new construction.

Sewer Installation Permit:

Fee: Service Laterals - \$25.00 for first 100 feet, \$15.00 per 100 feet or any portion thereafter.

Sewer Mains - \$50.00 for first 100 feet, \$25.00 per 100 feet or any portion thereafter.

Description: Sewer installation permit to be filled out with any related information for review.

Fee is determined by the length of the sewer line. Installation is to be done by a Utility Contractor who has been licensed by the Town. All work to be inspected after 48 hour notice provided by the contractor, copy of permit to be kept on site.

Grease Trap Permit:

Fee: No permit fee, Inspection Fee: \$25.00

Description: Grease trap must be registered with the DPW and conform to Title 5 and DPW specifications. Please contact the DPW to schedule inspections and for further regulations on grease traps.

Backflow Permits:

Fee: \$50.00 per device. (Fee includes initial inspection). Other inspections are \$35.00 / test.

Description: Industrial and Commercial backflow permits are to be filled out, and a design and data sheet for each device must be submitted with the permit. Devices are to be installed according to DEP regulations 310 CMR 22.22 and DPW specifications. Please contact the DPW for further testing requirements and regulations.

Water and Sewer Fee Schedule, continued

Hydrant Use Permit:

Meter size:

3/4" – 1" \$250.00 refundable if all equipment is returned in same condition – plus water use

2 1/2" \$1,000 refundable if all equipment is returned in same condition – plus water use

Water usage based on current water fees.

Description: Hydrant use is seasonal. Permit is to be made out and hookup fee to be paid before the permit is issued. The property owner is ultimately responsible for outstanding fees due to, but not limited to, water use and meter or property damage.

Flow Tests:

Fee: \$250.00

Description: Flow tests to be arranged at the DPW. Tests are seasonal and/or regulated with available water supply. A copy of the test results will be provided to both the DPW and the Fire Department. Past flow tests are available on record at the DPW office.

Water Meter Installation:

Fee: None

Description: New water meters are supplied by property owner or agent. Residential meters will be installed by the DPW, when given 24-hour notice, or may be installed by an approved contractor. Commercial and industrial meters must be installed by an approved contractor. All water meters must meet DPW specifications. Any information pertaining to the water meter must be submitted to the DPW. The DPW must inspect the meter installation before the water is turned on.

Water Meter Testing:

Fee: \$25.00 Residential 3/4" & testing & shipping

Description: Water meter can be tested upon request. This requires removal of the meter. Test results in accordance with AWWA standards and M.G.L. c. 165 s. 10. Information on standards and consumer rights is available at the DPW office. Fees vary with meter sizes for Commercial and Industrial meters that are to be tested by independent companies. Test results in accordance with AWWA standards and M.G.L. c. 165 s. 10. List of independent meter testers, standards and consumer rights is available at the DPW office.

Dig Safe Requirements:

Dig Safe must be notified for all excavation, however, you must also notify the DPW for any utility locations. There is a 72 hour notification required except for emergencies.

Fee Schedule:

There are no fees for design review.

Applicable Local, State and Federal Statutes:

*M.G.L. c.40A s.9

*Westborough Zoning Bylaw, Section 1245.

*Westborough Design Review – this section of the Zoning Bylaw relates specifically to work done in the Downtown Business District. Design Review promotes historic preservation of land uses and structures and implements architectural and ecological consideration for the betterment of the community. Preliminary and formal design review meetings are held with the applicant, prior to Board of Selectmen, Planning Board or Zoning Board of Appeals review. Written recommendations are provided to the applicant and to the applicable boards.

Department:	Planning Board EARTH REMOVAL
Staff Liaison and Phone:	Jim Robbins, Town Planner (508) 366-3055
Office Hours:	Planning Board Office Monday, Wednesday, Thursday 8:00 A.M - 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
Board/Commission/Committee:	Planning Board
Meeting Schedule:	First and third Tuesday each month
Members:	Edward Newton, Jr., Chairman Ralph Keyes, Vice-Chairman Glenn Parker Skip Ashton Maureen Bliss
Description:	An Earth Removal Permit is required for any excavation incidental to the construction of any business, industrial, research, or commercial building or facility, and apartment buildings of two or more units, or one apartment building on a single lot, or any residential subdivision.
Permits Issued:	Earth Removal Special Permit
Process for Obtaining Permit(s):	Applicants should become familiar with Section 4100 of the Westborough Zoning Bylaws. Applications may be obtained from the Planning Board Office. All applications must be submitted with a \$100.00 filing fee (non-refundable), nine (9) copies of plans of the land prepared by a registered land surveyor or a professional engineer, and a certified list of abutters, obtained from the Westborough Board of Assessors. In addition to the requirements of Section 4121, the plans must also show existing contour lines, proposed contour lines, and the area of excavation. After review of the plans by the Planning Board conformance with The Zoning Bylaws, the Planning Office will establish a public hearing date. This should be At least three (3) weeks from date of application to allow time for Legal Ad.

Advertising Requirements:

Notice of a public hearing is required and shall be advertised in a local newspaper for two (2) consecutive weeks, the first to be at least fourteen (14) days before the date of the hearing not including the date of the hearing. A copy of the plans shall be filed with the Planning Board. Publication arrangements and costs shall be borne by the applicant. The applicant will send copies of the legal ad, as required by Chapter 40A “Certified Mail, Return Receipt Requested,” to the abutters:

- a. Owners of land directly opposite on any public or private street or way;
- b. Abutters within 300 feet of the property line of the petitioner;
- c. If the land of any such owner is located in another town, the Planning Board of that Town shall be notified.

The list of abutters entitled to notice shall be obtained from the Westborough Town Assessor.

Time Frame for Public Hearings: The Planning Board Office will establish a public hearing date. This should be at least three (3) weeks from the date the application was filed to allow time for the legal ad.

Time Frame for Decision: Decisions are normally made within 30-60 days of the application filing date.

Appeal Process: Appeals relating to Earth Removal Permits may be made to the Massachusetts Superior Court.

Fee Schedule: \$100.00 filing fee

Applicable Local, State and Federal Statutes:

*Section 4100 and 4121 of the Westborough Zoning Bylaws

*Chapter 40A of the Massachusetts General Law

Department:	Fire Department
Staff Liaison and Phone:	Walter N. Perron, Fire Chief Captain Cal Lawrence Captain Phil Kittredge Captain Joe Lawrence Captain Norman Beausoleil (508) 366-3040
Office Hours:	Fire Station is open 24 hours
Permits Issued:	see fee schedule and M.G.L. c.48 and 148
Process for Obtaining Permit(s):	Permits can be obtained from the Fire Department at any time. The Fire Department is located at 42 Milk Street. In most cases the permit will be processed while the applicant waits. In some cases, the department may request additional information which might delay the permit for a day or two. The Fire Department reviews site plans and building plans in regards to fire safety issues, fire alarm systems and fire suppression systems. Everyone submitting plans to the Fire Department will be given a copy of "Occupancy General Requirements," which will help guide them through the project. The Fire Department is available to work with the architect, engineer or builder to answer questions or provide information.
Advertising Requirements:	No public hearings through the Fire Department. However, applications for storage of flammable materials with the Board of Selectmen require legal advertising of the public hearing seven days prior to the hearing date.
Time Frame for Public Hearings:	Legally advertised hearings are held at regularly scheduled meetings of the Board of Selectmen.
Time Frame for Decision:	Decisions are rendered immediately after the public hearing.
Appeal Process:	Appeals are to be directed to Steven Coan, Fire Marshal for the Commonwealth of Massachusetts.
Fee Schedule:	see next page
Applicable Local, State and Federal Statutes:	
	*527 and 780 CMR
	*M.G.L. c.48 and 148

**TOWN OF WESTBOROUGH
Fire Department
Fee Schedule (9/1/98)**

Permit	Duration	Fee	Other Information
Smoke Detector 1 or 2 Family	60 Days	\$10.00	Payable by check only
Smoke Detector 3 – 5 Family	60 Days	\$15.00	Payable by check only
Oil Burner	Until revoked or abandoned	\$10.00	
Underground Tank Installation		\$20.00/tank	
Underground Tank Removal		\$20.00/tank	
Bottle Gas Storage		\$10.00	Temp or Permanent
Flammable Liquid Storage		\$10.00	
Tank Trucks		\$10.00	
Powder Storage	5 Years	\$10.00	
Blasting Permit	30 Days	\$10.00	
Fire Alarm Tie in		\$150.00	First 100 ft. of cable
Fire Alarm Maint.		\$150.00/year	
Fumigation	7 Days	\$10.00	
Fireworks		\$25.00	Free for non-profit organization
Ambulance Report		\$5.00	Must have release
Carbon Monoxide Detector Inspection	60 Days	\$10.00	Payable by check only

Department: **Historical Commission**

Staff Liaison and Phone: Jacqueline Tidman, Chairman
Sue Speckman, Secretary
(508) 366-3048

Office Hours: Monday through Thursday 9:00 A.M. – 1:00 P.M.
Friday 9:00 A.M. – 12:00 P.M. or by appointment

Board/Commission/Committee: Westborough Historical Commission

Meeting Schedule: Third Wednesday of the month at 7:00 P.M. in
Room 26, Forbes Municipal Building, 45 West Main St.

Members: Nancy Galiki
William Gundlin
Paula Skogg
Barbara Smith
Jacqueline Tidman
Stan Tyliszczak, Associate

Description: The Commission carries out its mandates to preserve and protect as well as restore and manage any historical buildings or sites and cemeteries. We make the final decision on signs and demolition, scenic roads, site review (make recommendations for the plans). Archaeologically sensitive sites also come under the Commissions prevue.

Permits Issued: not applicable

Process for Obtaining Permit(s): Permits are issued through the Building Commissioner. The Historical Commission has guidelines for signs in all the historic districts as well as 2500 feet from the Rotary. Demolition Delay Bylaws are located in the Historical Commission Office for anything built before 1950.

Advertising Requirements: not applicable

Time Frame for Public Hearings: not applicable

Time Frame for Decision: New signs should be installed within 60 days of Commission approval. Demolition is 6 months from when permit is issued.

Appeal Process: not applicable

Fee Schedule: not applicable

Applicable Local, State and Federal Statutes:
*M.G.L. c.40 s.8D defines the Historical Commissions legal mandates.

Department: Planning Board

Staff Liaison and Phone: Jim Robbins, Town Planner
Derek Saari, Assistant Town Planner/Assistant
Conservation Commission Officer
Sandy Spinella, Planning Board Administrative Assistant
(508) 366-3055

Office Hours: Planning Department
Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M.
Tuesday 8:00 A.M. – 8:00 P.M.
Friday 7:30 A.M. – 12:00 P.M.

Board/Commission/Committee: Planning Board

Meeting Schedule: First and third Tuesday of each month

Members: Ed Newton Jr., Chairman
Ralph Keyes, Vice-Chairman
Skip Ashton
Glenn Parker
Maureen Bliss

Description: The Planning Board is established by M.G.L. c.41 s.81A and is governed by local zoning bylaws and subdivision rules and regulations.

Permits Issued: Form A (Approval Not Required)
Special Permit for Open Space Community Subdivision
Form B (Preliminary Subdivision Plan)
Form C (Definitive Subdivision Plan)
Special Permit for Common Driveway
Special Permits for Highway Business District

Process for Obtaining Permit(s): Application is made to the Planning Board, located in Room 22, second floor of the Forbes Municipal Building, 45 West Main Street. Applications are strongly encouraged to meet with the Town Planner prior to the submission of any plans.

Advertising Requirements: Legal ad must be published twice in the local newspaper. The first ad must be at least 14 days prior to date of the public hearing. A public hearing is necessary for Special Permit for Open Space Community Subdivision, Definitive Plan Subdivision, Special Permit for Common Driveway and Special Permits for Highway Business District.

Time Frame for Public Hearings: Upon application submission, the Planning Board will schedule a hearing as soon as possible, usually within one to two months from the date of submittal.

Time Frame for Decision: Preliminary Subdivision Plan, 45 days
Definitive Subdivision Plan preceded by Preliminary Plan, 90 days
Definitive Plan where no Preliminary Plan was filed, 135 days
Special Permits for Common Driveway, Highway Business District, Open Space Community Subdivision: public hearing to be held within 65 days of submittal and decision within 90 days of close of public hearing.

Appeal Process: Within 20 days after decision is filed, an appeal may be filed in accordance with M.G.L. c.40A s.17.

Fee Schedule: see next page

Applicable Local, State and Federal Statutes:

*M.G.L. c.40A

*M.G.L. c.41

*Westborough Zoning Bylaws and Subdivision Rules and Regulations

**TOWN OF WESTBOROUGH
Planning Board
Fee Schedule**

Form A (Approval Not Required)	\$200, plus \$50 per lot
Open Space Community	\$300, plus \$75 per lot
Form B (Preliminary Plan)	\$500, plus \$50 per lot Plus \$200 per escrow
Form C (Definitive Plan)	
A. If Preliminary Plan was filed	\$1,000, plus \$100 per lot, and \$250 per lot escrow
B. Resubmittal Fee	\$300, plus \$100 per lot
C. Lot Release	\$100 per lot released
Common Driveways	\$0
Special Permits Highway Business	\$2,000 filing fee \$2,000 escrow fee

Department:	Police Department						
Staff Liaison and Phone:	Alan R. Gordon, Police Chief (508) 366-3060						
Office Hours:	Police Station is open 24 hours						
Permits Issued:	Pistol Permits / FID Earth Movement, Route Permit Road Opening Road Closure License of Solicitations & Canvassers Block Party Parade Sunday Work Permit						
Process for Obtaining Permit(s):	Applications are available at the Police Station, located on the first floor of the Forbes Municipal Building, 45 West Main Street.						
Advertising Requirements:	not applicable						
Time Frame for Public Hearings:	not applicable						
Time Frame for Decision:	2 working days						
Appeal Process:	Appeals relating to Pistol Permits and FID Permits should be made to the District Court. Appeals relating to Solicitor's Permits should be made to the Attorney General. Appeals for all other permits should be made to the Board of Selectmen.						
Fee Schedule:	<table> <tr> <td>Pistol Permits</td> <td>\$100.00 plus \$5.00 for photo</td> </tr> <tr> <td>Solicitors Permit</td> <td>\$10.00 plus \$5.00 for photo</td> </tr> <tr> <td>FID</td> <td>\$100.00 plus \$5.00 for photo</td> </tr> </table>	Pistol Permits	\$100.00 plus \$5.00 for photo	Solicitors Permit	\$10.00 plus \$5.00 for photo	FID	\$100.00 plus \$5.00 for photo
Pistol Permits	\$100.00 plus \$5.00 for photo						
Solicitors Permit	\$10.00 plus \$5.00 for photo						
FID	\$100.00 plus \$5.00 for photo						

Department:	Board of Selectmen SITE PLAN REVIEW
Staff Liaison and Phone:	Joseph Inman, Building Commissioner and Zoning Enforcement Officer Pauline Pikiel, Building Department Administrative Assistant (508) 366-3015
Office Hours:	Building Department Monday, Wednesday, Thursday 8:00 A.M. – 5:00 P.M. Tuesday 8:00 A.M. – 8:00 P.M. Friday 7:30 A.M. – 12:00 P.M.
Board/Commission/Committee:	Board of Selectmen
Meeting Schedule:	Second and fourth Tuesday each month
Members:	Lydia Goldblatt, Chairman George Barrette, Vice-Chairman Denny Drewry Leigh Emery Susan Abladian
Description:	Site plan approval is required for all uses in Section 2200, Use Regulations, of the Westborough Zoning Bylaws and which includes six (6) or more parking spaces.
Permits Issued:	Site Plan Approval
Process for Obtaining Permit(s):	Permit applications are available at the Building Department, located in Room 20, second floor of the Forbes Municipal Building, 45 West Main Street. The Building Department will establish the hearing date before the Board of Selectmen. Applicants should become familiar with section 1240 through 1260 of the Westborough Zoning Bylaws.
Advertising Requirements:	not applicable
Time Frame for Public Hearings:	Upon application submission, the Building Department will schedule a hearing with the Board of Selectmen within 65 days.
Time Frame for Decision:	Decision will be made within 30 days of the public hearing.

Appeal Process: Appeals may be made to the Westborough Board of Appeals.

Fee Schedule: Building permit application fee is due at the time the application is submitted. This fee is non-refundable. Contact the Building Department for fee information.

Applicable Local, State and Federal Statutes:

*Westborough Zoning Bylaws

*The Zoning Act, (Massachusetts General Laws, Chapter 40A)

Department:	Zoning Board of Appeals
Staff Liaison and Phone:	Joseph Inman, Building Commissioner and Zoning Enforcement Officer (508) 366-3015
Office Hours:	not applicable
Board/Commission/Committee:	Zoning Board of Appeals
Meeting Schedule:	Mondays; 7:30 p.m. as needed (generally twice a month)
Members:	Donald Gillis, Chairman John E. Rainey James B. Johnson II Joseph F. Orlando Earle W. Chase, Jr. Gerard Gagnon David LaMothe
Description:	The Board of Appeals conducts public hearings on applications for variances, special permits, and appeals from a person aggrieved.
Permits Issued:	Variance from the terms of the Zoning Bylaws Special Permit for Exception Appeals from a Person Aggrieved
Process for Obtaining Permit(s):	Applications may be obtained from the Building Inspector's Office, located in Room 20 on the second floor of the Forbes Municipal Building, 45 West Main Street. All applications must be submitted with a \$50.00 application fee, and a certified list of abutters, which may be obtained from the Assessor's Office.
Advertising Requirements:	Notice of a public hearing is required and shall be advertised in a local newspaper once in each of two successive weeks, the first publication to be not less than fourteen days before the hearing and by posting in a conspicuous place in the Town Hall. The advertising process is the responsibility of the Clerk of the Board of Appeals.
Time Frame for Public Hearings:	Once an application is filed with the Town Clerk, the Board of Appeals Clerk will set a hearing date, post and advertise the hearing, and mail notices to all abutters and petitioner. Typically, the public hearing is one month after the petition has been filed with the Town Clerk. Petitioner is to appear at the public hearing prepared to present the application.

Time Frame for Decision:

Decisions are not normally made at this initial public hearing, but at a subsequent public meeting. The Board's decision is then put into writing, signed, and filed with the Town Clerk. The petitioner will receive a copy of the Board's decision with instructions attached.

Appeal Process:

Any person may appeal a decision of the Board of Appeals to the Superior Court by bringing an action within twenty days after the decision has been filed with the Office of the Town Clerk.

Fee Schedule:

\$50.00 filing fee

Applicable Local, State and Federal Statutes:

*M.G.L. c.40A

*Westborough Zoning Bylaws

**TOWN OF WESTBOROUGH
DEPARTMENT LIAISON DIRECTORY**

Board of Health Room 25 Forbes Municipal Building 45 West Main Street	Paul McNulty	Director of Public Health	
	Kathy Smith	Board of Health Admin. Asst.	(508) 366-3045
Building Department Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	
	Don Moquin	Assistant Building Inspector	
	Joseph Orlando	Wiring Inspector	
	Robert Cunningham	Inspector of Plumbing and Gas	
	Pauline Pikiel	Building Department Admin. Asst.	(508) 366-3015
Conservation Commission Room 20 Forbes Municipal Building 45 West Main Street	Jeanne Smith	Conservation Commission Administrative Assistant	(508) 366-3014
Department of Public Works 131 Oak Street	John Walden	Manager	(508) 366-3070
	Edward Wagner	Asst. Manager	
	Carl Balduf	Town Engineer	(508) 366-3076
	Dennis Cote	Operations Manager	
	Dan Moynihan	Tree Warden	
	Helen Campanale	Department of Public Works Admin. Asst.	(508) 366-3070
Design Review Committee Room 22 Forbes Municipal Building 45 West Main Street	Jim Robbins	Town Planner	(508) 366-3055
Earth Removal Planning Board, Room 22 Forbes Municipal Building 45 West Main Street	Jim Robbins	Town Planner	(508) 366-3055
Economic Development Selectmen's Office Town Hall 34 West Main Street	Henry Danis	Town Coordinator	(508) 366-3030

DEPARTMENT LIAISON DIRECTORY, continued

Fire Department 42 Milk Street	Walter Perron	Fire Chief	(508) 366-3040
Historical Commission Forbes Municipal Building 2 nd Floor 45 West Main Street	Jacqueline Tidman	Chairman	(508) 366-3048
	Sue Speckman	Executive Secretary	
Planning Board Forbes Municipal Building 2 nd Floor, Rm. 22 45 West Main Street	James Robbins	Town Planner	(508) 366-3055
Police Department Forbes Municipal Building 1 st Floor 45 West Main Street	Alan R. Gordon	Police Chief	(508) 366-3060
Site Plan Review Building Department Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	
	Pauline Pikiel	Building Department Administrative Assistant	(508) 366-3015
Zoning Board of Appeals Building Department Room 20 Forbes Municipal Building 45 West Main Street	Joseph Inman	Building Commissioner and Zoning Enforcement Officer	(508) 366-3015

**BOARD, COMMISSION AND COMMITTEE
MONTHLY MEETING SCHEDULE**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1	Design Review Board FMB #23@12:00 noon	Planning Board FMB#23@7:00 pm			
Week #2		Conservation Commission FMB#24@7:00 pm ----- Board of Selectmen BOS Meeting Room @ 7:00 pm			
Week #3	Design Review Board FMB #23@12:00 noon	Planning Board FMB#23@7:00 pm ----- Board of Health FMB#24@5:30 pm	Historical Commission FMB#26@7:00 pm		
Week #4		Board of Selectmen BOS Meeting Room@ 7:00 pm			

Meet as Needed: Zoning Board of Appeals, Design Review Committee
 BOS = Selectmen’s Meeting Room, FMB#24 = Forbes Municipal Building Room #24, FMB#23 = Forbes Municipal Building Room #23

FEDERAL AND STATE PERMITS AND/OR APPROVALS

This list is provided as a general overview of some of the federal and state regulatory acts, agencies and departments that may have jurisdiction over various proposed developments. It is by no means exhaustive, and property owners and developers are responsible for determining which permits and/or approvals are required for their project. If you have any questions concerning such matters, you are encouraged to seek legal counsel. The majority of small development projects will not have need for any federal or state permits or approvals, but as projects increase in size and complexity, the applicant should be aware of the potential applicability of any one or more of the following:

FEDERAL PERMITS

1. National Environmental Policy Act, or “NEPA” requires the preparation of an environmental impact statement (EIS) to assess the impact of a major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are either defined by statute or determined by agency officials.
2. Clean Water Act, Section 404 Permit requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain permit from the Army Corps of Engineers. The permit may be a programmatic general permit, and individual permit or an official letter of permission.
3. Clean Water Act, Water Quality Certification Approval requires the state to determine whether certain activities meet state water quality standards; if they don't, the Corps. of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. Rivers and Harbors Act of 1899, Section 10 Permit requires a federal permit from the Army Corps. of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit.
5. National Flood Insurance Act and Flood Disaster Protection Act Certification requires that banks not make, extend or renew any loan secured by improved real estate located in an area having flood hazards, and in which floor insurance is available unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. Clean Air Act Permits or Approvals may be required directly from the U.S. Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan or SIP (see State Clean Air Act).
7. National Historic Preservation Act Section 106 Review requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historical Commission.
8. Environmental Protection Agency Storm Water Notices of Intent and/or NPDES Permits are required for storm water discharges associated with certain industrial activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale”. The project owner and operator is required to file a Notice of Intent or pollution abatement plan with the Environmental Protection Agency.

STATE PERMITS

1. Massachusetts Environmental Policy Act, or 'MEPA', requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be filed if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.
2. Massachusetts Clean Waters Act, Sewer Extension/Connection Permits are required for the connection of a project to a sewer system unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Westborough Wastewater Treatment Plant, telephone number (508) 366-7615.
3. Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits: Surface Water Discharge Permits, administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharges to U.S. Waters and application should be made simultaneous to both agencies. A permit may also be required for storm water discharges where runoff is associated with industrial activity. If the project is in an unanswared area, a Disposal Works Construction Permit must be obtained from the local Board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed, a groundwater discharge permit must be obtained.
4. Waterways, Great Ponds and Tidelands Construction License must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over 10 acres in their natural state) and tidelands.
5. Massachusetts Clean Air Act Approval must be obtained in writing from the Department of Environmental Protection for plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source or air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, must notify DEP at least 10 working days prior to starting work, if it will create emissions that cause or contribute to a condition of air pollution.
6. Massachusetts Endangered Species Act prohibits taking or possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species available from the Division of Fisheries and Wildlife.
7. Hazardous Waste Management Permits may be required from the Federal Environmental Protection Agency or State Department of Environmental Protection if any wastes generated by the project are hazardous, depending on the types of quantities generated; contact the Westborough Fire Department for information.
8. Massachusetts Historical Commission Approval must be obtained if a designated historical or archeological landmark will be altered or effected by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.
9. State Highway Access Permit must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.