



## **TOWN OF PLAINFIELD, MA**

### **ZONING DETERMINATION POLICY**

To ensure that applications required under zoning are being applied for properly, no activities resulting in any of the following shall occur without first applying for, and receiving, an endorsed Zoning Determination from the Zoning Enforcement Officer:

- a. Erecting, constructing, reconstructing or altering any building or other structure (excluding interior alterations, and exterior alterations which are cosmetic and/or don't increase the exterior size of the structure),
- b. Changing, altering, extending, displacing or increasing the use of any building or other structure or lot.

Such application shall be filed prior to the filing for any Building Permit, Special Permit, Variance or Site Plan Review.

An application for a Zoning Determination may be obtained from, and must be filed with, the Building Department/Zoning Enforcement Officer's Office. There shall be no filing fee. It shall be accompanied by such pertinent information, including a site plan where applicable, as the Zoning Enforcement Officer deems sufficient to assure a full review. The larger and more complex the property or project may be, the more detailed the site plan should be.

Inaccurate information provided as part of the Zoning Determination application process, including inaccuracy of the site plan as submitted, may cause the Zoning Enforcement Officer to void/revoke such Zoning Determination as may have been issued hereunder.

A record of all applications, plans and permits shall be kept on file at the Building Inspector/Zoning Enforcement Officer's Office. Such application may be distributed for review to such municipal departments that the Zoning Enforcement Officer believes are appropriate.

The Zoning Enforcement Officer shall take action on the application, either granting the Determination or disapproving the application, within thirty (30) days of its filing.

When the zoning determination involves a use not listed in the Use Table and is deemed substantially similar to an allowed use or denied as not a similar use, the determination shall be filed with the Town Clerk and forwarded to the Planning Board by the Zoning Enforcement Officer.

The issuance of a Zoning Determination does not relieve an applicant or owner of the responsibility to obtain such other zoning or non-zoning permits and approvals as are also required. The issuance of a Zoning Determination shall not supersede the authority of any municipal, state or federal official, departments, boards, committees or agencies.

Any appeals to the Zoning Enforcement Officer's action on a Zoning Determination shall be made in accordance with Section 2.3 of the Plainfield Zoning Bylaw.