

**Access Not Off Frontage – Application Guide**

Property is normally accessed through the lot road frontage; a special permit from the Planning Board is required for exceptions to this general rule. Section 7.03.02 of the town's protective bylaws states: "*All access to lots shall be through the lot frontage, except that other access may be accomplished by special permit issued by the Planning Board through the procedures outlined in Article VIII of this by-law...*". (An exception: the Building Inspector authorizes side access for corner lots.) The protective bylaws may be obtained from the town's website (see above) or may be purchased from the Town Secretary. It is strongly recommended that the applicant meet with the Planning Board to discuss tentative plans before submitting the official application.

1. Application forms for *Access Not Off Frontage* are available from the Northfield website or from the Northfield Town Hall.
2. If the applicant is not the owner of the property being accessed, the applicant must provide a notarized letter of approval/consent signed by the owner or authorized agent. If the access is through another property, the applicant must provide a notarized letter of approval/consent signed by the owner or authorized agent of this property as well.
3. The Assessors Office can assist the applicant with information for the application, such as map and lot number, lot size, frontage information, deed information, and the abutters list. An *Abutters List Request Form* (page 4) must be submitted to the Assessors Office; the fee for this is \$15.00.
4. The applicant shall include with the application a scale drawing of the premises showing the distances of the proposed access from any buildings and all property lines.
5. The applicant shall ascertain if there are wetlands involved; if there are, the applicant must contact the Conservation Commission for a determination. The results of the Conservation Commission determination will be made available to the Planning Board during consideration of the application.
6. The applicant shall submit the completed application to the Town Clerk, at which time the application will be date stamped and no further changes can be made.  
A filing fee of \$120.00 is required. The Town Clerk will forward the application to the Planning Board. The Town Clerk will also provide copies of the application to the Highway Superintendent, the Police Chief, and the Fire Chief for review; the results of these reviews will be provided to the Planning Board no later than the date of the public hearing.
7. The applicant shall be responsible for all costs associated with any professional reviews and engineering consultants that may be required, or other such expenses.
8. The Planning Board will contact the applicant to arrange the public hearing date and time, as per Massachusetts General Law chapter 40A section 11. The Planning Board will also (a) inform the abutters by certified mail of the public hearing, (b) prepare the legal notice for posting and publication, (c) arrange for the legal notice to be published in two successive weeks in a local newspaper, and (d) furnish the applicant with a copy of the notice.



TOWN OF NORTHFIELD  
69 Main St., Northfield, MA 01360  
www.northfield.ma.us

*Application Form - **Access Not Off Frontage***

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Owner Name \_\_\_\_\_

(if not applicant, and attached notarized letter – see #2 in Application Guide)

Surveyor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Map & Lot Number \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_ Zone \_\_\_\_\_

Address and description of property, and list liens or restrictions, if any on property:

Describe the reason for this application; attach drawing (see #4 in Application Guide).

Address/explain how the proposed access will not: *(attached additional sheets as needed)*

be more injurious or dangerous to public; have a material adverse effect on the value of the land and buildings in the neighborhood; be detrimental to the normal use of adjacent property; impose excess demand on public services; create a threat of surface ground water pollution, surface drainage detrimental to abutting properties, or deleterious effects to the natural environment:

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Filing Fee: \$120.00

Date Received:

TOWN OF NORTHFIELD  
69 Main St., Northfield, MA 01360  
www.northfield.ma.us

**Planning Board Record**  
*Application for Access Not Off Frontage*

1. Applicant Name \_\_\_\_\_ Date received \_\_\_\_\_
2. Reviews made by town officials and/or consultants, as required (attached):

Highway Superintendent	_____	date	_____	action
Police Chief	_____	date	_____	action
Fire Chief	_____	date	_____	action
Conservation Comm.	_____	date	_____	action
Engineering Consultant	_____	date	_____	action
Other	_____	date	_____	action
3. Date of public hearing \_\_\_\_\_
4. Notification of hearing in paper: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ (attached)
5. Date public hearing closed \_\_\_\_\_ 90 days from closing \_\_\_\_\_
6. Planning Board action (meeting minutes attached) \_\_\_\_\_ date  
Approved \_\_\_\_\_ Modified & approved \_\_\_\_\_ Disapproved \_\_\_\_\_
7. Date reproducible plan signed & returned to applicant \_\_\_\_\_
8. Date of Town clerk notification of decision \_\_\_\_\_

TOWN OF NORTHFIELD  
**BOARD OF ASSESSORS**  
69 Main St., Northfield, MA 01360  
www.northfield.ma.us



## **ABUTTERS LIST REQUEST**

*Allow 10 days for the final list.*

*Fill out and return to the Board of Assessors.*

***\$15 minimum fee due at time of request. Payable to: Town of Northfield.***

**Location of parcel:** \_\_\_\_\_

**Contact person** (please print): \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**For which board:** \_\_\_\_\_

**Reason for request:** \_\_\_\_\_

**Record owner:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **To be filled in by Assessors Office**

**Map:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Deed: Book** \_\_\_\_\_ **Page** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date application and fee received:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**Additional fee, if any:** \_\_\_\_\_

**Person notified:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date list picked up:** \_\_\_\_\_