



TOWN OF NORTHFIELD

Mallory Sullivan
Grant Development
Director

www.northfieldma.gov
69 MAIN STREET
NORTHFIELD, MASSACHUSETTS 01360-1017

grantdevelopmentdirector@northfieldma.gov
413.498.2901 x111

September 2023

Re: Commercial Property Directory

Dear Northfield Property Owner,

Northfield is open for business! In an effort to help connect prospective business owners with owners of available buildings that are not currently in use, the Town of Northfield will be launching a Commercial Property Directory on the town website. Please continue reading to learn more about this initiative.

What is the Commercial Property Directory?

The Commercial Property Directory is a voluntary list of available business properties available for lease or for sale in Northfield, MA. Property owners provide the Town with key details about the available property. The Town then adds it to the Commercial Property Directory. Prospective business owners contact the property owner to learn more. *Please note that all Town zoning, rules, and regulations apply.*

Why is the Town creating a Commercial Property Directory?

We want to help make connections between business owners who would like to open up their office or shop in Northfield with owners of properties that fit their needs. In supporting these connections and encouraging investment in Northfield, we hope that property owners, business owners, residents, and visitors will benefit.

Are you requesting that I sell or rent my property?

No. The choice to include your property in the directory is at your discretion. If you are not interested, you may disregard this letter. If you are interested, please continue reading to learn more.

I'm interested in leasing or selling property. What do I need to do?

If you are interested in leasing or selling property zoned for business use and you would like it to be included in the Commercial Property Directory, please contact Mallory Sullivan, grant development director for the Town at GrantDevelopmentDirector@northfieldma.gov. The following information should be provided:

- Property Address (only street name will be published)
- Approximate interior square footage
- Significant property features (such as commercial kitchen, electrical capacity, etc.)
- Owner name and preferred contact information - phone or email address
- Whether the property is available as a rental, for sale, or both
- A link to a property listing or additional information (optional)

What is the Town's role in the Commercial Property Directory?

The Town's role is to provide and regularly update a platform for owners to post their property and prospective business owners to find available properties. The Town will not conduct further marketing of properties, advise business owners on the suitability of a property, provide legal advice, or be involved in negotiating leases or sales. The Town will support business owners in understanding zoning, inspections, permits, and other requirements of opening a business in town.

Continued on reverse

Are there any costs to participate?

No. The Town is offering this as an optional, free service. The Town will not charge fees to either the property owner or to parties interested in renting/purchasing the property.

I'm not interested in selling or leasing my property. Is there anything I need to do?

No action is necessary. The Town of Northfield will not share your information or direct business owners to you without your express permission.

If you have other questions about this initiative or opening a business in Northfield, I invite you to contact me at 413-498-2901 ext. 111 or GrantDevelopmentDirector@northfieldma.gov.

Sincerely,

A handwritten signature in cursive script that reads "Mallory Sullivan". The signature is written in black ink and is positioned above a faint, light-colored rectangular stamp.

Mallory Sullivan
Grant Development Director
Town of Northfield