

PERMITTING GUIDE TO DOING BUSINESS IN WESTFORD



A Guide to Assist You in Starting, Buying, or Growing Your Business!



Jodi Ross
Town Manager
Town of Westford, Massachusetts



**TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER**

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WELCOME FROM THE TOWN MANAGER

Dear Entrepreneur:

Preparing for the start-up, purchase, or growth of a business generally presents the potential business owner with challenges along the way. The town of Westford has created this Small Business Permitting Guide to help you navigate the sometimes complex process of applying for and obtaining the required permits to get your business opened and operating. Our staff hopes to make this process as simple as possible for you, so that you may focus on the important aspects of growing your business.



Westford is a very unique community for many reasons: our engaged citizenry, our extensive conservation land, our excellent school system, to name a few - all of which contribute to an exceptional quality of life for our residents. These attributes, coupled with our proximity to Boston, have resulted in numerous international companies locating along Route 110. We have been successful in attracting a diverse mix of both small and large companies, and most have developed their facilities in a manner that is consistent with the character of our community. Route 40 is an area of town that still reflects the quarrying industry that was a foundation of our town's early development, and also is home to the Massachusetts Institute of Technology Haystack Observatory. Westford has five historic "villages" in different parts of town, each representing additional areas for commerce. No matter how small or large your business may be, we are interested in exploring your desire in joining our growing community, and we look forward to helping you achieve your dreams of business ownership in Westford, Massachusetts.

As Town Manager, I welcome your interest in our town, and hope this permitting guide helps you as you move forward with your business endeavors in the town of Westford. Should you have any questions or need assistance maneuvering through the permitting process, please feel free to contact our Town Planner at 978-692-5524. Also, please visit our website at www.westfordma.gov for up-to-date information on our town.

I wish you much success in developing your business in Westford.

Sincerely,

Jodi Ross
Town Manager

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INTRODUCTION

Whether you are starting your own business, purchasing one, opening a franchise, or expanding an existing business, one of your first steps is to review this Guide and to obtain the necessary local approvals, permits and licenses for your business. Obviously, this process can be quite simple or can be more complex, depending on the type of business, the proposed location, and other factors. The purpose of this Guide is to make the process as simple and easy as possible. Westford wants your business and we want to simplify the steps necessary for you to obtain the necessary permits, licenses and approvals so you can spend your time building a successful business.

One very good way to get started is to meet with the Westford Tech Review group which has been established as a highly recommended method to gain some guidance in the initial stages of your process. Under the coordination of the Town Planner, the Tech Review group meets on the 4th Thursday of each month to coordinate the various Town Departments on Permitting and Inspection/enforcement issues, and public construction projects. This process affords an excellent opportunity for pre-application meetings to assist potential business applicants where multi-departmental permits may be required. The guidance from this group could save potential applicants considerable time navigating through the permitting process. To get on the schedule for the next Tech Review group meeting, contact the Westford Town Planner at 978-692-5524.

This Guide will outline the steps necessary to obtain the various licenses, permits and approvals you will need along with the costs of each, the estimated time for approval, and whether or not a town department, board or commission requires an approval or a permit. We have attempted to provide a “fast track” approach so you won’t have to wait unnecessarily for such approvals or permitting. We understand that the old adage that time is money is accurate when going into business.

We hope this Guide will answer most of the questions you might have by providing simple flow charts along with explanations of what you may need for compliance. Our town officials stand ready to assist you in any way possible, whether it’s just to answer a simple question, or help you address a problem. The Guide will explain each step you need to follow and identify each department you need to contact during the process.

If you have a problem or situation that seems to be holding up this process, check with someone in the town planning office, as they are there in part to ensure permitting coordination among the various local authorities. Westford wants to make your path to a successful business as painless as possible.

The Application

In order to get things started, we need to know a bit about the business you want to open or start in Westford. This will not only help the various town departments follow up on your applications, etc., but will provide a path for you to obtain the necessary licenses, permits and approvals.

First, you need to answer some general questions to provide some background information, and then answer a few other questions that will help us direct you to the proper departments or boards.

We have divided this section into the various methods to start your business. These questions for the most part are answered Yes or No. This will help to determine what your next step will be, and will also provide the information for us to move you through the process as quickly and easily as possible.

First, on the form at the end of this Guide, please provide your name, address, daytime telephone, your email address or your business email address and the business's current web site, if available. Also, please provide the name of the business and the owner of the property or property management company, unless you are also the property owner.

General Questions

1. Are you a sole proprietor, LLC, S or C corporation?
2. Is your business name different from the name above?
3. Will your business sell alcoholic beverages or alcohol in any form?
4. Will your business offer entertainment in any form?
5. Will your business involve tattoos, tanning, body art or piercing of any kind?
6. Will your business be offering or selling meals of any kind or be involved in food preparation?
7. Will your business involve chemicals, solvents, etc., such as a dry cleaner?
8. Will your business involve medical, dental or related laboratory services of any kind?

Starting Your Business in Westford

1. Are you buying an existing business? If Yes, go to A below and answer a few questions so we can direct you to the proper town departments.
2. Are you starting or opening a home-based business? If Yes, go to B below and answer a few questions so we can direct you to the proper town departments.
3. Are you starting or opening a new business in rented or leased space? If Yes, go to C below and answer a few questions so we can direct you to the proper town departments.
4. Are you starting or opening a new business in new or planned construction owned by you or others? If Yes, go to D below and answer a few questions so we can direct you to the proper town departments.
5. Do you own an existing business and are moving it to a new location in Westford? If Yes, go to E below and answer a few questions so we can direct you to the proper town departments.

A. Are you buying an existing business?

1. What is the name of the business and where is it located?
2. What type of business is it?
3. Is it a franchise?
4. Who is the lessor?
5. Are you planning any exterior alterations? i.e. parking, vegetation, regrading, etc.?
6. Will you be working within 100 feet of wetlands or in a riverfront area?
7. Will you be changing or altering any signage?
8. Do you have a tentative closing date for the sale?
9. Will you be changing or altering the existing business?

B. Are you starting or opening a home-based business?

1. Are you planning on an exterior sign?
2. Will you be hiring employees?
3. Will you be having clients or customers coming to your home-based office?
4. What will the business be doing?
5. What is the tentative or current space in approximate square footage?
6. Do you have a tentative opening date or, if already opened, when did you begin operations?

- C. Are you starting or opening a new business in rented or leased space?
1. What will the business be doing?
 2. How much space will you be utilizing?
 3. Have you rented the space yet?
 4. What interior and exterior renovations are anticipated?
 5. Is the business a franchise?
 6. What will be your signage requirements, if any?
 7. Is there an existing business in the space you will be utilizing?
 8. Is your business the same as what's in there now or will you be doing something different?
 9. Do you have a tentative opening date or when did you begin operations?
- D. Are you starting or opening a new business in new or planned construction owned by you or others?
1. What will the business be doing?
 2. Do you or the others have a building permit from the town?
 3. How much space will you be utilizing?
 4. Have you rented the space yet if you don't own it?
 5. Is the business a franchise?
 6. What will be your signage requirements, if any?
 7. Do you have a tentative opening date or, if already opened, when did you begin operations?
 8. Does the development site include, or is it located within the buffer zones of, regulated environmental resources such as wetlands, vernal pools, streams or water bodies?
 9. Is the development site located within area designated as Estimated or Priority Habitat by the Massachusetts Natural Heritage and Endangered Species Office? (An online map viewer is available at http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/priority_habitat/online_viewer.htm).
- E. Do you own an existing business and are moving it to a new location in Westford?
1. What is the business doing now?
 2. Is the location in existing, new or planned construction?
 3. How much space will you be utilizing?
 4. Do you have a tentative moving date or when do you plan on resuming operations?
 5. Have you rented the space yet?
 6. Is the business a franchise?
 7. What will be your signage requirements, if any?
 8. Is there an existing business in the space you will be utilizing?

Some businesses, such as those mentioned above, require a separate permit. Fees often vary based on type of business, size, usage, products served, etc. These permits are issued by the appropriate department, board or commission and are independent of the other licenses, permits and approvals. A list of these and the fees are in [Appendix B](#) at the end of this permitting guide.

GETTING STARTED

Often, the most difficult part of opening or expanding a new business is getting started. The Town of Westford is committed to your success and we are here to help you get started and assist you as you work through your licensing and permitting. We encourage you to ask as many questions as needed as you make your way through the process. Your initial contact for business development is the Town Planner located in Town Hall at (978) 692-5524. Once your objectives are understood, you may be referred to other departments for information regarding permit requirements specific to your business. To help get you started, here are a few specific things every business owner should consider:

Building Permit – If you will be undertaking any construction, you will likely require a Building Permit.

Business Certificate – Most business owners need a Business Certificate, or Doing Business As (d/b/a) from the Town Clerk. This certificate allows you to open a commercial bank account and helps prevent others from using your business name.

General Bylaws – The General Bylaws include requirements relevant to some types of businesses, such as regarding the sale of alcoholic beverages; development projects including earth removal; hazardous materials storage; plumbing standards; farming; transient merchants; and fees.

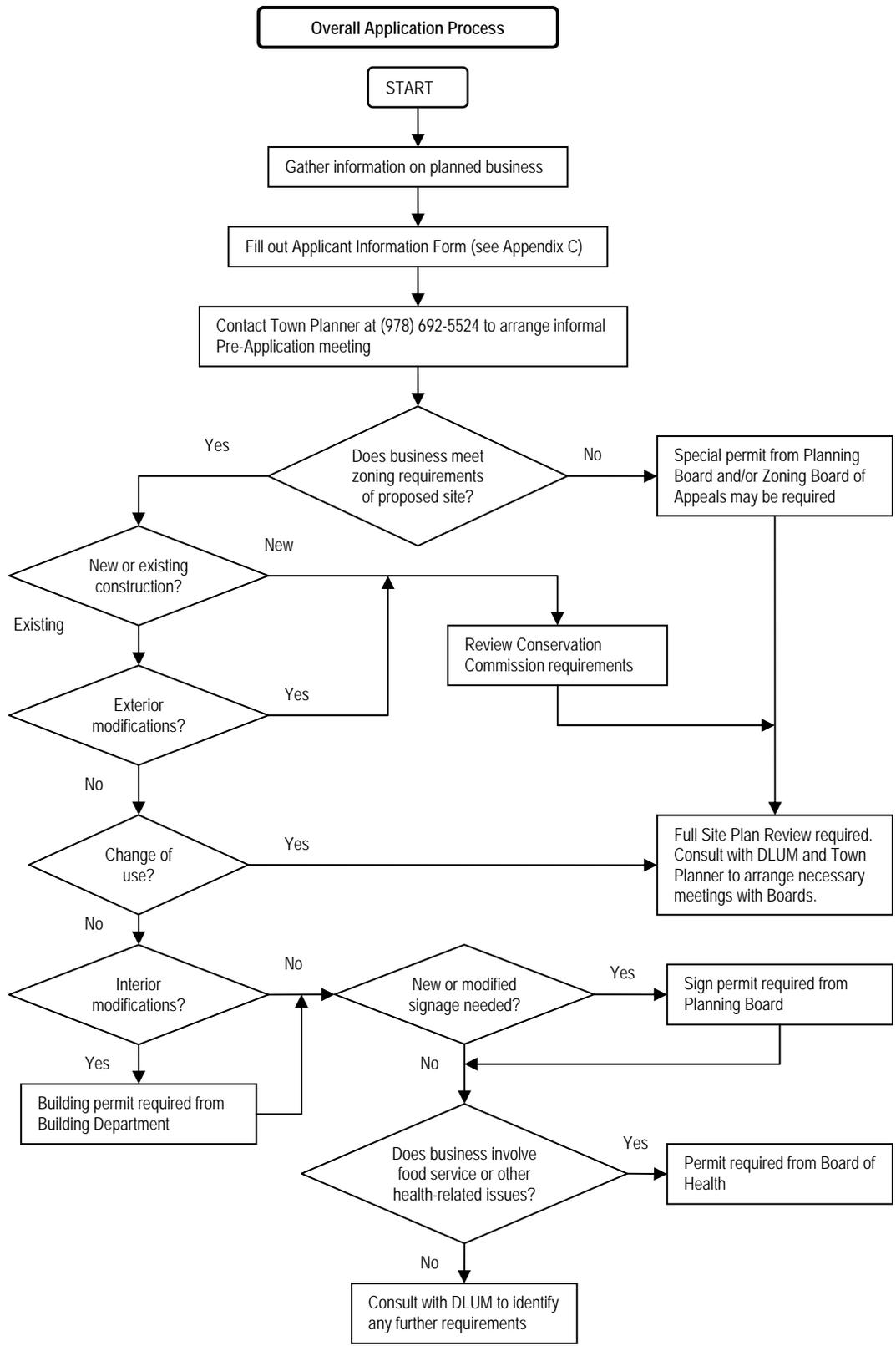
Handicapped Accessibility Requirements – If you are starting or operating any business in Westford, you will need to consider the needs of the disabled (blind, deaf, mobility impaired, etc.). The Building Department can provide you with free advice/consultation regarding compliance with the American Disabilities Act and the Regulations of the Massachusetts Architectural Access Board, and help you support the disabled consumer or employee.

Home Based Businesses – If you are running a business out of your home that involves seeing clients and/or the general public, has any display of a sign, and/or utilizes employees, you are required to obtain a Special Permit from the Zoning Board of Appeals, a sign permit from the Planning Board, and you will need to talk to the Building Inspector to determine any handicapped accessibility requirements.

Legal Structure – Whether incorporating or forming a limited partnership, the Massachusetts Corporations Division requires an excise tax and filing fee. Sole proprietors do not require registration, but you should conduct a name check with the Massachusetts Secretary of the Commonwealth.

Signage – If your business needs a sign, you will need to apply for a Sign Permit from the Westford Planning Board if your project also requires Site Plan Approval or, if your business is locating in an existing space, from the Board of Selectmen. The Building Department cannot issue a Sign Permit prior to review by the appropriate Board. Start to finish, this process can take up to 3 months if a Special Permit is required, so inquire early to ensure that you can get your sign installed by the time of your opening.

Zoning Bylaws – Consult the Westford Zoning Bylaws to make sure that your business/property meets the zoning requirements for the site. You may need a permit from the Planning Board and/or the Zoning Board of Appeals.



For further assistance, please contact the Town Planner at (978) 692-5524.

LICENSING AND PERMITTING STEPS

This section describes the steps for basic permitting and licensing.

Town of Westford Town Clerk

The Town Clerk's Office is responsible for issuing "Business Certificates" to small businesses categorized as DBAs (Doing Business As). If you are an S Corp or a C Corp no business certificate is necessary. Should you need to contact the Town Clerk's office, you can find the appropriate contact listed in [Appendix A](#) at the end of this Permitting Guide. Fees for the appropriate business certificate can be found in [Appendix B](#) at the end of this Permitting Guide. If you require a Common Victualler and/or Alcohol license, please discuss this requirement with the Town Clerk.

Director of Land Use Management

The Director of Land Use Management (DLUM) is a primary contact for business development, including businesses seeking to locate, expand or stay in Westford, and has responsibility for oversight of the town's Conservation, Building, Planning and Zoning Departments.

Several factors have a bearing on the type of permits required. The DLUM will assist you through a pre-application process intended to determine what permits you will need for your business. At the end of this Permitting Guide is an informational form which will assist the DLUM in making sure you fill out the proper applications, and acquaint you with whatever permit fees are applicable to your particular project. An approximate timeline will be discussed, which will allow you to make decisions on sequencing of multiple approvals, if necessary, and when you might expect to be in operation in the Town of Westford.

Once your business objectives are understood initially, the DLUM will refer you to the appropriate department or departments with direct oversight of relevant permitting processes. Upon request, an informal meeting may be scheduled with those Town Departments that would be involved in your application.

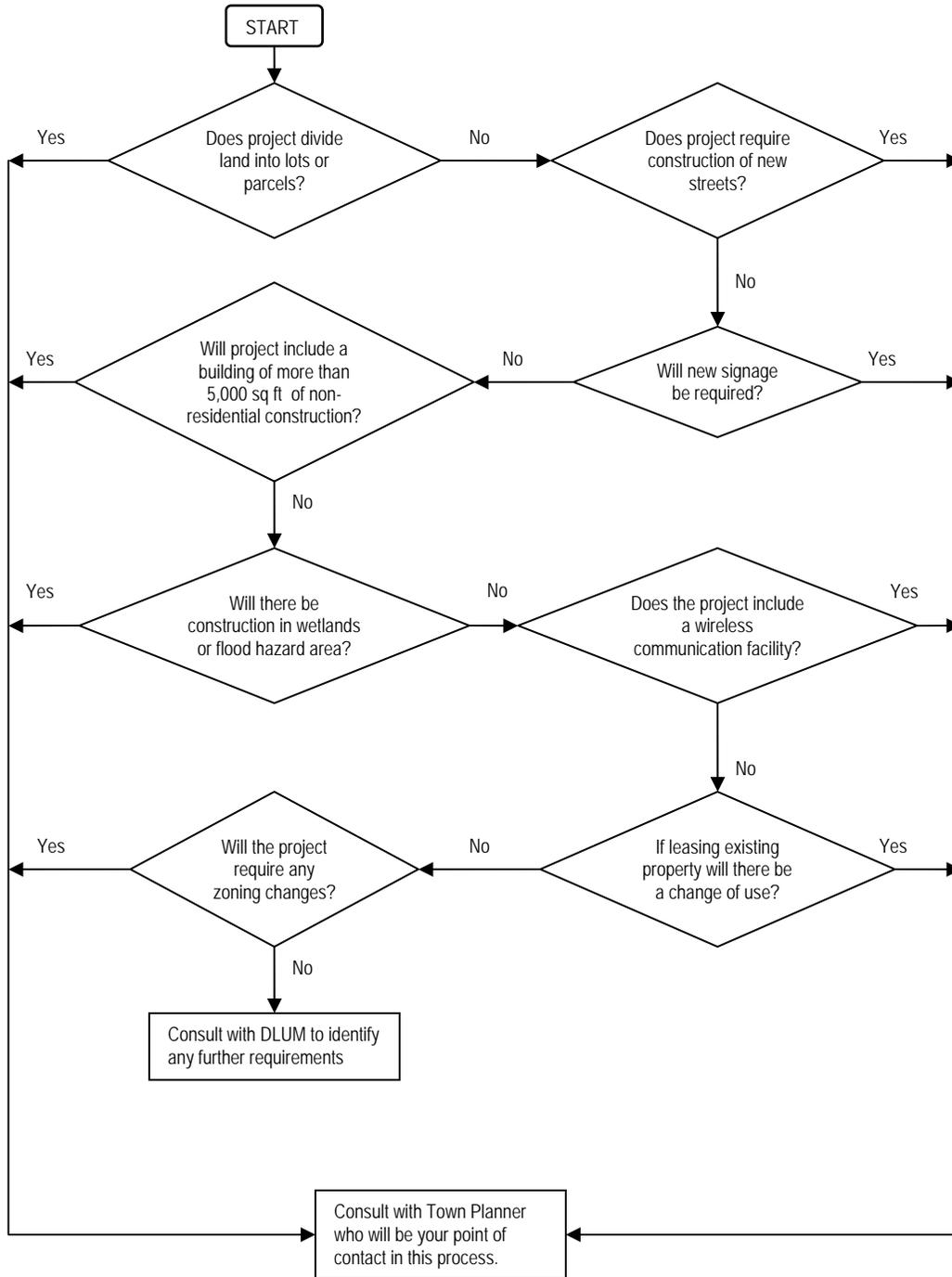
Town Planner / Planning Board

Anyone interested in establishing a small business in the Town of Westford should initially contact the Town Planner for guidance. The Town Planner provides primary staff support to the Planning Board and the Board of Appeals.

The Planning Board evaluates a variety of development proposals intended to enhance community planning goals. The various permits and approvals granted by the Planning Board that apply to small business would include site plan approval, signage, petitions for zoning changes, some special permits, and parcel/lot divisions and subdivisions.

If a site plan is required (generally, for a building that requires exterior modifications, and/or has a business change of use), a review will include adequacy of parking, access to and from the site, external lighting, landscaping, fire protection, drainage systems and architectural design. The Zoning Bylaw provides that the Planning Board will make a decision regarding your site plan within sixty days from filing except upon extension of this timeline by mutual agreement.

Planning Board Process



Town of Westford Building Department

The Building Department is responsible for building issues, conducting inspections on construction projects and zoning enforcement actions. These regulations and inspections insure that building construction and improvements are done in accordance with the Massachusetts building code and protect the public safety.

The Building Department processes all Building, Plumbing, Electric and Gas Permit applications, reviews all plans and application packages for compliance with applicable standards, and grants or denies permit requests. Further, it conducts all required inspections pertaining to building permits, and grants Certificates of Inspection and/or Certificates of Occupancy.

All building permit applications must be filed online at <https://westfordma.fbgov.us/>

This online system offers efficiency and transparency, as applicants are notified via email when permits are issued, and applicants can check the status of their pending permit application online.

If you are considering opening a small business in the Town of Westford, and are developing, building or re-fitting a facility, it will require a permit from the Building Department.

As soon as the decision is made to undertake a project and the parameters of the project have been formulated (e.g. size, location), an appointment should be made with the Building Commissioner. The Building Department will verify the correct zoning category to insure the project is allowed in that zone. The Applicant will then be instructed on the permitting procedure.

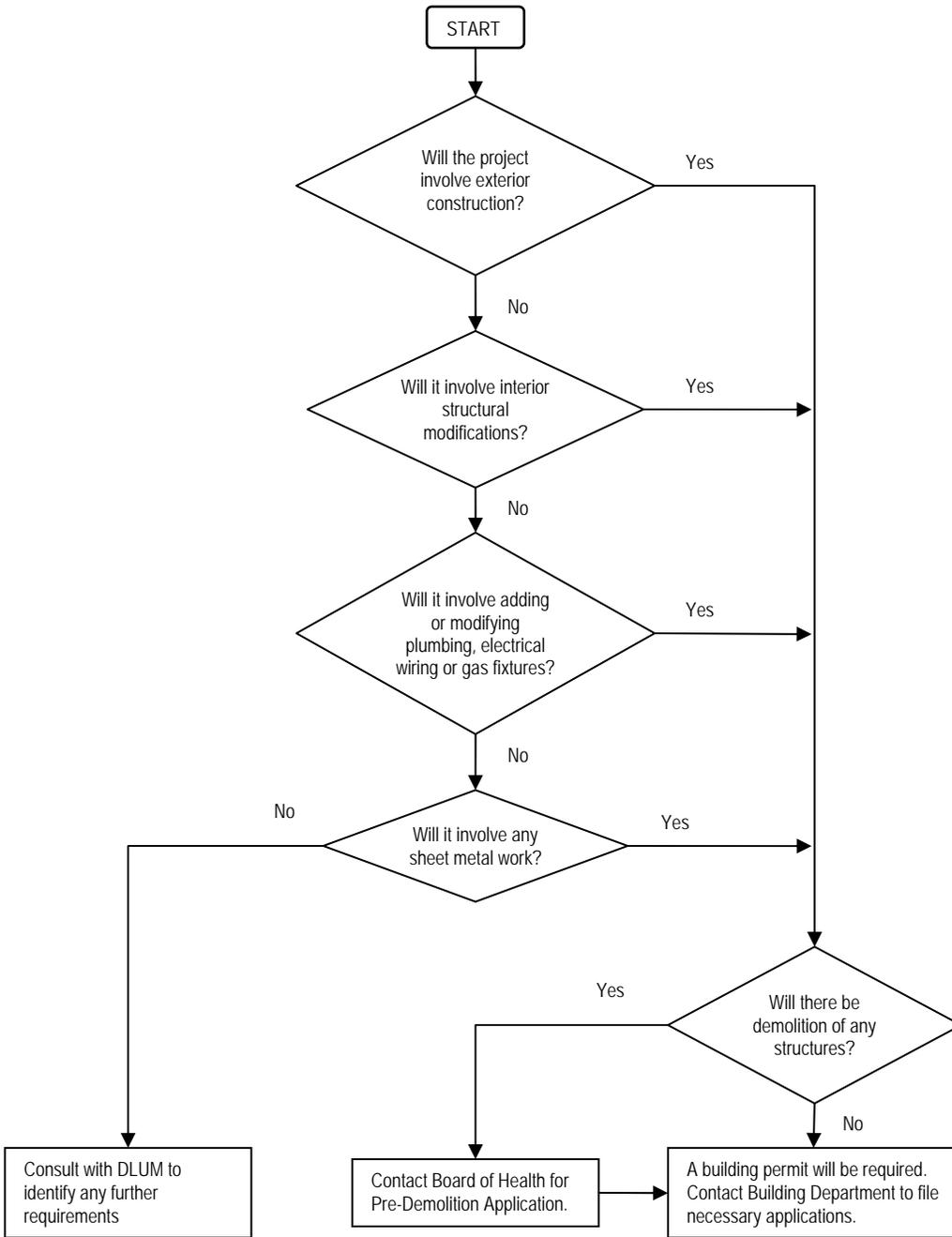
Should you need to contact the Building Department, you can find the appropriate contact listed on [Appendix A](#) at the end of this Permitting Guide.

The various major permits issued by the Building Department include Building, Plumbing, Gas, Electrical and Sheet Metal.

All permits from the Building Department require the applicant to pay a permit fee. Fees for the appropriate permits can be found on [Appendix B](#) at the end of this Permitting Guide.

The typical timeline for obtaining a permit from the Building Department, if no public hearings are necessary, is up to thirty days. In other words, this portion of the application process can take up to 30 days after all other processes are completed.

Building Department Process



Town of Westford Board of Health

If you are considering opening a small business in the Town of Westford, you should assume that you will need to obtain a permit from the Board of Health.

The Board of Health is responsible for protecting the public health of the community by adopting relevant local health regulations and by carrying out preventative programs. The Board oversees the activities of the Director of Environmental Services, the Director of Health Care Services, and has responsibility for enforcing the State health, sanitary and environmental codes. The Board is made up of five elected Board members who serve for three year terms. Generally the Board of Health meets once per month on the second Monday at 7:00 PM (unless holidays, workload or schedule conflicts require additional and/or different meeting dates) in the upstairs Meeting Room at Town Hall located at 55 Main Street.

Should you need to contact the Board of Health, you can find the appropriate contact listed on [Appendix A](#) at the end of this Permitting Guide.

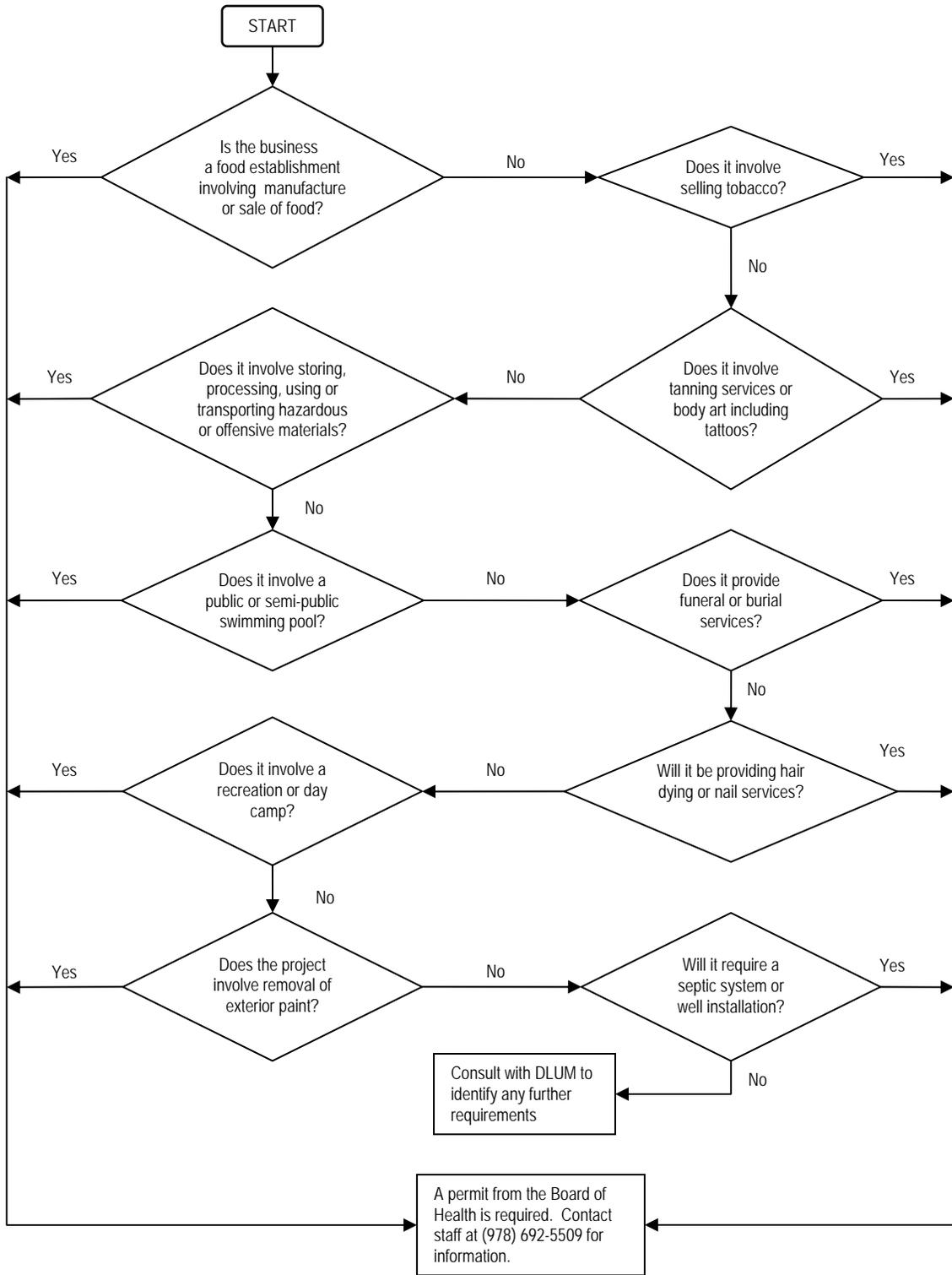
The various major permits issued by the Board of Health include food service establishments, subsurface sewage disposal systems, lot testing, swimming pools, water systems, wells, septage haulers, tobacco licenses, tanning facilities, farmers market, temporary food permits for events, and body art establishments. All permits from the Board of Health require the applicant to pay a fee for the permit. Fees for the appropriate permits can be found on [Appendix B](#) at the end of this Permitting Guide.

The typical timeline for obtaining a permit from the Board of Health is approximately 45 days. If the permit includes a variance, then a public hearing would be required which could add up to an additional 30 days to the permitting process.

All Board of Health permit applications may be filed online at <https://westfordma.fbgov.us/>

This online system offers efficiency and transparency, as applicants are notified via email when permits are issued, and applicants can check the status of their pending permit application online.

Board of Health Process



Town of Westford Water Department

The Westford Water Department is charged, by the town, with providing safe, high quality, uninterrupted water at a reasonable pressure, to meet the health and fire protection needs of that portion of the town served by the public water system service while meeting various state and federal requirements.

While the Water Department does not issue permits, it typically has approval responsibility for projects as they relate to water issues. The Department generally receives a copy of the Site Plan from the Planning Board and is asked to review and comment on the plan. If the projected water usage rate is greater than 5,000 gallons per day, a System Impact Study is required. This study is conducted by an outside engineering firm contracted by the Water Department and is paid by the applicant.

If and when appropriate during construction, inspectors visit the site. At completion they also inspect to make sure all regulations have been met and to give final approval. The inspection cost is at an hourly rate and is paid for by the applicant. Fees for the appropriate inspections can be found on [Appendix B](#) at the end of this Permitting Guide.

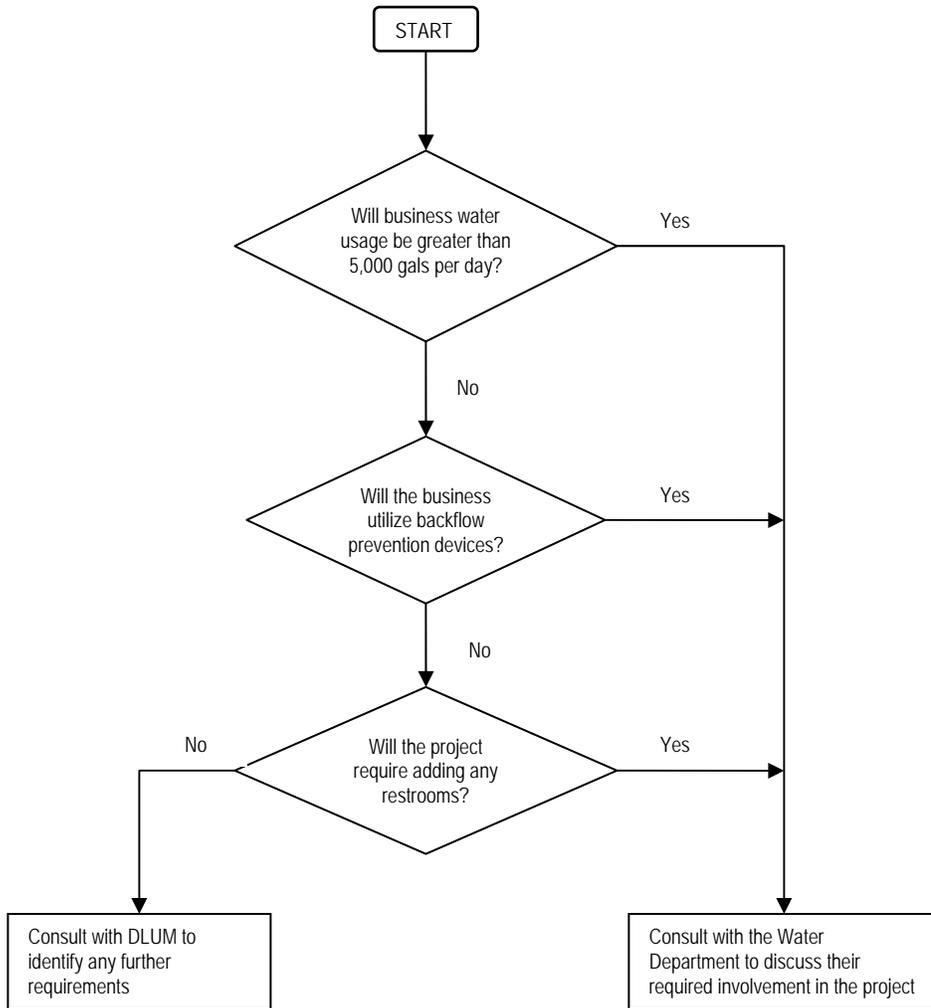
Backflow prevention devices of the double check valve type must be tested annually by the Water Department inspectors. All other backflow prevention devices are tested twice per year. The cost of the test is paid by the business owner. Fees for the appropriate testing can be found on [Appendix B](#) at the end of this Permitting Guide.

Water Commissioner meetings are regularly held on the first and third Wednesday of each month. To present an issue to the Commissioners at a meeting you need to have a time scheduled on the agenda.

Should you need to contact the Water Department, you can find the appropriate contact listed on [Appendix A](#) at the end of this Permitting Guide.

The typical timeline for approval of water-related site plans is 1-2 weeks following receipt of a hydrology report.

Water Department Process



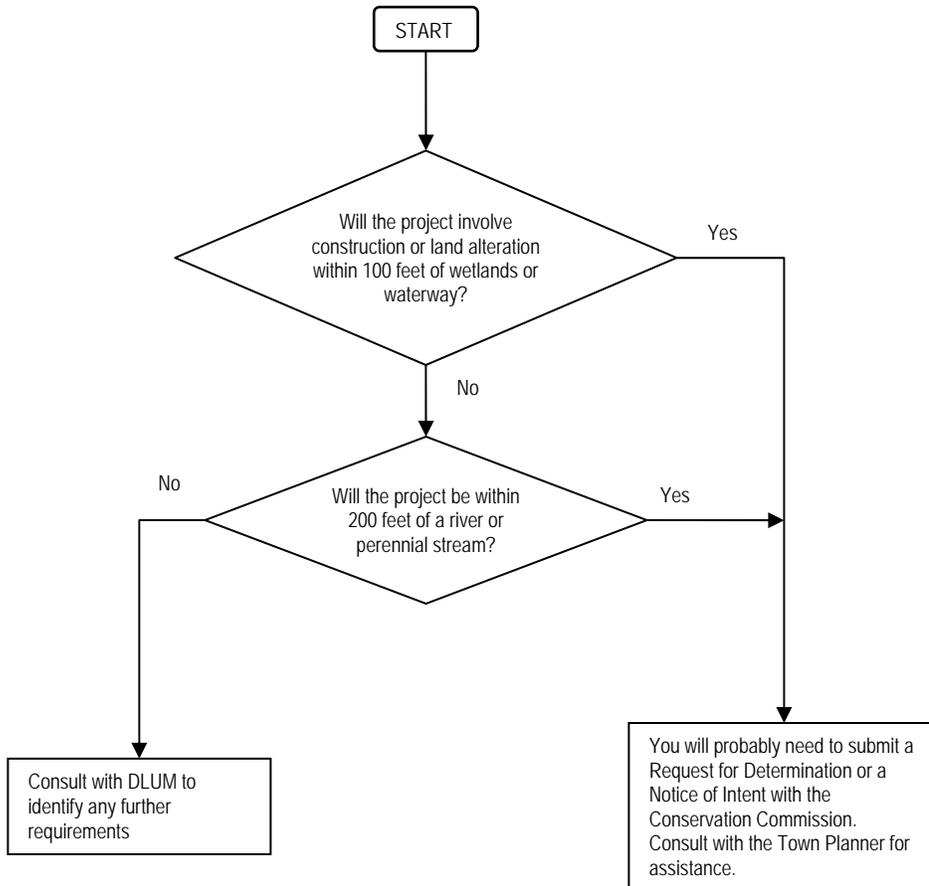
Town of Westford Conservation Commission

The Conservation Commission has the responsibility to administer and enforce the Massachusetts Wetlands Protection Act and local non-zoning wetlands bylaw. The Commission has jurisdiction relative to areas that contain rivers, streams, floodplain, wet meadows, bogs, vernal pools, or bordering vegetated wetlands, and on land that is within 100 feet of any such wetland resource. Projects within 200 feet of a river or stream are also subject to permitting. Wetland jurisdiction extends across property lines.

The Conservation/Resource Planner for the Town of Westford will help you evaluate whether or not your project falls within the Commission's jurisdiction. Applicants seeking official confirmation as to whether they fall under the above guidelines must file an application with the Commission, which is termed a Request for Determination. If you intend to build a structure, or do any type of work in a wetland, or within 100 feet of a wetlands or 200 feet of a river, the applicant is required to file for a permit with the Commission. This application is called a Notice of Intent, and will require a public hearing before the Conservation Commission.

The application process is generally completed within four to six weeks, depending on the complexity of the project. The fee schedules for the appropriate permits required are available at [Appendix B](#) at the end of the permitting guide.

Conservation Commission Process



Town of Westford Engineering Department

The Engineering Department serves as an in-house consultant to the town permitting boards which primarily includes the Planning Board, Zoning Board of Appeals, and Conservation Commission. The Department does not directly oversee the Permitting process, but its review and comments on project applications informs the Boards' decisions.

Stormwater management is a primary focus of the Engineering Department, as well as handling the Commonwealth of Massachusetts interfacing with highway/road construction and any changes with the roadway system in the Town of Westford. Street approvals, as well as review of any changes on land over an acre, ordinarily are reviewed by the Engineering Department.

APPENDIX A: DIRECTORY OF DEPARTMENTS INVOLVED WITH PERMITTING

DEPARTMENT	DEPARTMENT HEAD	ADDRESS	PHONE	DEPARTMENT HYPERLINK
Building	Building Commissioner	Town Hall, 55 Main Street	978-692- 5527	http://westfordma.gov/pages/government/towndepartments/WestfordMA_building/index
Conservation	Conservation / Resource Planner	Town Hall, 55 Main Street	978-692- 5524	http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_concomm/index
Engineering	Town Engineer	Highway Facility, 28 North Street	978-692- 5520	http://westfordma.gov/pages/government/towndepartments/WestfordMA_engdept/index
Fire	Fire Chief	51 Main Street	978-692- 5542	http://westfordma.gov/pages/government/towndepartments/WestfordMA_fire/index
Health	Director	Town Hall, 55 Main Street	978-692- 5509	http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_health/index
Highway	Highway Superintendent	Highway Facility, 28 North Street	978-692- 5520	http://westfordma.gov/pages/government/towndepartments/WestfordMA_highway/index
Permitting	Director of Land Use Management	Town Hall, 55 Main Street	978-692- 5524	
Planning Board & Board of Appeals	Town Planner	Town Hall, 55 Main Street	978-692- 5524	http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_planning/index http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_zba/index

For further assistance, please contact the Town Planner at (978) 692-5524.

Police	Police Chief	53 Main Street	978-692-2161	http://westfordma.gov/pages/government/towndepartments/WestfordMA_police/index
Town Clerk	Town Clerk	Town Hall, 55 Main Street	978-692-5515	http://westfordma.gov/pages/government/towndepartments/WestfordMA_clerk/index
Town Manager	Town Manager	Town Hall, 55 Main Street	978-692-5500	http://westfordma.gov/pages/government/towndepartments/westfordma_townmanager/index
Water	Water Superintendent	60 Forge Village Rd.	978-692-5529	http://westfordma.gov/pages/government/towndepartments/WestfordMA_water/index

APPENDIX B

PERMITTING FEES

Fee schedules are based on a 2011 schedule and are subject to change. Follow hyperlink at the top of each department's fee schedule. Most permit fees are payable at the time of permit issuance and are **not refundable**.

PLANNING BOARD		Click here Town Planner/Planning Board for more information.
<i>PERMIT/APPLICATION TYPE</i>	<i>FEES</i>	
<i>Site Plan Review</i>		
Filing fee: Up to 1,000 sq. ft.	\$3,000	
1,001-20,000 sq. ft.	\$3000 + \$100 each additional 1,000 sq. ft.	
20,001-75,001 sq. ft.	\$4,900 + \$50 each additional 1,000 sq. ft over 20,000	
75,001 or more	\$7,650 + \$25 each additional 1,000 sq. ft over 75,000	
<i>Site Plan Review - Without Structures</i>	\$1,000 + \$300 each additional 40,000 sq. ft.	
<i>Special Permits</i>		
Planned Commercial/Industrial developments	\$5,000	
<i>Water Resource Protection District</i>	\$300	
<i>Other Commercial/Industrial Special Permits</i>	\$500	

BUILDING DEPARTMENT		Click here Town of Westford Building Department for more information.
<i>PERMIT/APPLICATION TYPE</i>	<i>FEES</i>	
<i>Building Permit</i>		
Demolition	\$100	
All Commercial (Fit-up's, etc.)	\$15/\$1,000	
Stop work Order	\$100	
Occupancy Permits	\$100	
Permit renewal (older than 6 mos with no inspection)	\$50	
Sheet Metal	\$15/M Minimum \$50	

<i>Plumbing Permit</i>	
Commercial Permits (Commercial job permit fees shall be at the discretion of the Plumbing Inspector, i.e. over 10,000 sq. ft.)	\$250 (up to 10 fixtures), +\$25 (each additional fixture)
<i>Gas Permit</i>	
Commercial Permits (Commercial job permit fees shall be at the discretion of the Gas Inspector, i.e. over 10,000 ft. sq.)	\$250 (2 inspections), +\$25 (each additional inspection)
<i>Electric Permit</i>	
Commercial Permits (per inspection) (New Construction) (Large Commercial job permit fees shall be at the discretion of the Electrical Inspector, - 1% of cost of electrical job - Minimum \$80)	\$80
Commercial Permits (per inspection) (Additions & Renovations & Tenant Fit-ups)	\$80
Commercial Permits (Service Change) - 600 amp	\$240
Commercial Permits (Service Change) - 800 amp	\$400
Commercial Permits (Service Change) - 1000 amp	\$800
Commercial Permits (Service Change) - 1200 amp	\$1,000
Commercial Permits (Service Change) - 1600 amp	\$1,200
Commercial Permits (Service Change) - 2000 amp	\$1,400

BOARD OF HEALTH	Click here Town of Westford Board of Health for more information.
<i>PERMIT/APPLICATION TYPE</i>	<i>FEES</i>
<i>Body Art Establishment</i>	
Establishment Plan Review	\$500
License	\$500
Practitioners License	\$300
<i>Family Camp Grounds</i>	
Application Fee	\$160
<i>Food Service/Retail Food Permit</i>	
Food Service Establishment / Restaurant / 0 - 50 seats	\$210
Food Service Establishment / Restaurant / 51 - 200 seats	\$225
Food Service Establishment / Restaurant / 201 - 300 seats	\$300
Food Service Establishment / Restaurant / 300 - + seats	\$400
Residential Kitchen	\$130
Seasonal Food Service	\$130
Mobile Food Service	\$110

Catering	\$100
Supermarket	\$400
Retail Food Establishment w/out PHF's	\$150
Retail Food Establishment with PHF's	\$110
HACCP Plan Inspection	\$75
Frozen Dessert Manufacturer	\$160
Frozen Dessert- Soft Serve Only	\$50
Milk and Cream	\$10
Food Service Plan Review	\$215
Retail Food Plan Review	\$200
Existing Food Establishment Minor Plan Review	\$155
Temporary Food Service Without PHF's	\$30
Temporary Food Service With PHF's	\$50
First Year Farmers Market w/out PHF's	\$65
First Year Farmers Market with PHF's	\$80
Repeat Vendors Farmers Market w/out PHF's	\$45
Repeat Vendors Farmers Market with PHF's	\$65
Mfg Frozen Desserts	\$50
<i>Swimming/Wading Pool</i>	
Plan Review	\$100
Annual	\$125
Seasonal	\$115
Special Purpose Pool (Annual & Seasonal)	\$80
Wading Pool	\$80
<i>Animals</i>	
Piggery	\$65
Stabling Horses	\$65
Beaver Kill	\$50
Beaver Dam Breaching	\$75
<i>Miscellaneous (Annual as Noted)</i>	
Tobacco Sales	\$125
Garbage, Offal or Refuse Removal/Transportation	\$50
Bathing Beach	\$190
Motels	\$100
Existing Recreational Camps	\$150
New Recreational Camps	\$200
Tanning Establishment License	\$75

TOWN CLERK	
Click here Town of Westford Town Clerk for more information.	
<i>PERMIT/APPLICATION TYPE</i>	<i>FEES</i>
Business Certificate	\$30

BOARD OF SELECTMEN	
<i>PERMIT/APPLICATION TYPE</i>	<i>FEES</i>
All Alcohol Package Store	\$2000
Wine & Malt Package Store	\$1500
All Alcohol Common Victualler	\$2500
Wine & Malt Common Victualler	\$1500
All Alcohol Club	\$1500
Inn Holder, All Alcohol	\$5000
One Day license	\$25
Inn Holder	\$25
Common Victualler	\$25
Automatic Amusement	\$50
Class II Used Car	\$100
Class III Junk Car	\$100
BoS License Application fee	\$50

Please note that the fee schedules here are current as of the date of this publication. Each Department maintains their fee schedules. Applications will be subject to the fees in effect as of the date of application.

APPENDIX C

Typical Board/Committee Meeting Times

Board Committee	Day of the Month	Time	Location
Board of Health	2nd & 4th Monday	7:00PM	Town Hall
Conservation Commission	2nd & 4th Wednesday	7:30PM	Town Hall
Planning Board	1st & 3rd Monday	7:30PM	Town Hall
Water Commission	1st & 3rd Wednesday	5:30PM	Water Department 60 Forge Village Road
Board of Appeals	3rd Wednesday	7:00PM	Town Hall
Board of Selectmen	2nd and 4th Tuesday	7:30PM	Town Hall

Please note that specific meeting dates and locations may vary from the standard times and locations above due to holidays, Board members' availability, the occasional need for special meetings etc. The Town Clerk's office maintains an up-to-date calendar of public meetings, online at www.westfordma.gov.



APPLICANT INFORMATION FORM

Please fill out as completely as possible, checking all boxes that apply.
Return completed form to the Town Planner

Business Name:

Contact Information:

Name:

Title:

Address:

Phone:

Fax:

email:

Type of Business:

Home Based

Industrial

Professional Services

Franchise

Retail

Manufacturing

Food Establishment

Other: Brief Description:

Wholesale

Health Services

Restaurants

On-Site Storage of Chemicals or Hazardous Materials?

Yes

No

If Yes, Provide Brief Description:

Proposed Location:

Address (if known):

New Construction?

Existing Building?

Own?

Leasing?

Previously Used As:

Change of Use?

Building Renovations Planned?

Interior? Exterior?

New Signage Required?

Additional Relevant Information: