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By-Law Submittal Forms

Please e-file at bylaws@state.ma.us

Note: All packets will require the Forms designated as "Mandatory" [Forms 1, 2 & 4]. Zoning by-law submissions require Form 7 as well. Omit any forms that are not needed for your particular by-law submission packet.

Form 1 – Cover Letter (MANDATORY)

On Form 1, the town clerk makes a formal request for approval of by-law/charter amendments, and provides basic information related to the packet. All Articles and maps being submitted from the same Town Meeting may be listed on one form (for example, it is not necessary to list zoning on one form and general on another). However, please file Annual and Special Town Meeting by-law submissions separately.

Form 2 – Town Meeting Action (MANDATORY)

Attach to Form 2:

1. One (1) certified copy of the existing portions of the by-law being amended; [**note:** if the existing by-law is available on the Town's website, please reference where we may find it rather than including a copy.]
2. One (1) certified copy of town meeting action; and
3. One (1) certified copy of the final version of the by-law as amended.

Form 3 – Zoning and/or Historic District Maps (IF APPLICABLE)

Please attach two (2) certified copies of all maps where the vote of Town Meeting entails a change in the zoning map. Identify Article number(s) on map(s).

Form 4 – Town Meeting Certification (MANDATORY)

This form allows us to determine if the Town Meeting was properly convened. We require a copy of the relevant warrant pages (opening, selectmen signatures, constable's return and articles we are reviewing) and the text referred to, but not set forth in the text of the warrant articles (example: if the warrant refers to an Attachment, text in an Appendix, or text located elsewhere such as in the town clerk's office or the planning board office).

Form 5 – Additional Information Required for Charter Amendments (IF APPLICABLE)

This form is for use in connection with charter amendments as set forth in G.L. c. 43B, § 10.

Form 6 – Relevant Laws (IF APPLICABLE)

If the Town's authority to enact the submitted by-law derives from a local option statute, charter or a special act, please submit this form.

Form 7 – Zoning Procedures/Attachments (IF APPLICABLE)

This form enables us to verify that the town has complied with the procedural requirements of G.L. c. 40A, § 5, for the enactment of zoning by-laws. Please remember to attach a copy of each item requested. We have added language requesting in questions 3 and 5 that you identify the warrant article numbers in the planning board notice that is published and posted. This form is required if any zoning by-law(s) are submitted.

Form 8 – Additional Information Required for the Approval of Historic District By-laws Adopted Pursuant to G.L. c. 40C, § 3 (IF APPLICABLE)

This form enables us to verify that the town has met the procedural requirements of G.L. c. 40C, § 3.