

## Procedures to follow when applying for a ZONE CHANGE

A zone change may be applied for by:

1. City Council
2. The Zoning Board of Appeals
3. An individual owning land affected by an amendment
4. Ten (10) registered voters in the City of Chicopee
5. The Planning Board
6. The Pioneer Valley Planning Commission (PVPC)

### ***THE FOLLOWING STEPS MUST BE FOLLOWED FOR AN APPLICATION FOR A ZONE CHANGE:***

1. Consult with the Department of Planning & Development.
2. Obtain two (2) copies of the petition for a change in zone from the Planning Department (attached).
3. Obtain two (2) Assessor's Map of the parcel in question from the Assessor's Office.
4. Draft the petition in duplicate and outline the property on the Assessor's Map in red (both copies) and present the petition to the Office of the City Council. **Submit a copy of the deed to the property.** Submit two (2) copies of the Assessor's Map and both petitions along with a \$200.00 check (Planning Board filing fee) and one for \$50.00 (City Council filing fee) payable to the City of Chicopee. The Legal Ad for the Zoning Committee will be paid for by the applicant directly to *The Republican*.
5. All applications must be submitted both as a hardcopy and electronically. (email address for electronic submission [aczarniecki@chicopeema.gov](mailto:aczarniecki@chicopeema.gov))

The petition for a change in zone will be given the *First Reading* by the City Council and then submitted to the Planning Board within fourteen (14) days for the *First Public Hearing*.