



TOWN OF ROCKLAND
Planning Board
Town Hall
242 Union Street
Rockland, Massachusetts 02370

Telephone
781-871-1874 ext. 170
Fax
781-871-0336
Email
Rocklandplanningboard@rockland-ma.gov

Instructions for the Town Of Rockland
Petition of a Zoning Change

I. FILE A PETITION WITH THE BOARD OF SELECTMEN

- A. The Owner(s) of the property must file the petition during the time period when the Warrant for the Annual or Special Town Meeting is open.
- B. **THE PETITION MUST CONTAIN THE FOLLOWING INFORMATION:** (Items 1-7 below shall be contained in the “*Petition Package*”):
1. Fill out the Information Sheet (Form N) including name, address, phone number, and email of the Petitioner(s).
 2. A legal description by metes and bounds, and a plan of the proposed Zoning Change area.
 3. On Information Sheet (Form N) please include name, address, phone number, and email of your Attorney and Engineer who drafted the Zoning Change Petition.
 4. Certification of Registrar of Voters.
 5. Table of Contents.
- C. **REQUIRED SIGNATURES:**
1. Your petition must contain the signature of Rockland registered voters. **It is your responsibility to have the signatures certified by the Rockland Registrar of Voters.**
 2. If you are filing a petition **to call** a Special Town Meeting, you need two hundred (200) signatures.
 3. If you are requesting that your petition to be acted upon at the Annual Town Meeting, you need ten (10) signatures.
 4. If you are requesting that your petition be acted upon at a Special Town Meeting, you need one hundred (100) signatures.
- D. **REVIEW FEES**
1. Any Peer Review by the Town Engineer, Town Counsel, and/or other required professionals will be at the cost of the Petitioner(s). The Rockland Planning Board will determine the amount to be deposited into 53G “Peer Review Account”, if needed. The amount will be based on the size of the proposal.

E. REQUIRED PETITION PACKAGES

Number of Copies to be included in the “*Petition Package*”

1. 2 copies for the Rockland Board of Selectmen
2. 1 copy for the Rockland Town Clerk
3. 7 copies for the Rockland Planning Board
4. 1 copy for Town Counsel
5. 1 copy for Town Engineer
6. 1 copy for Zoning Board

❖ **Total Copies is Thirteen (13) copies.**

F. ADVERTISING COST

The Petitioner(s) will be responsible for paying advertising costs incurred with a local newspaper and will receive a statement for cost incurred directly from said newspaper prior to the next available hearing date scheduled with the Planning Board. The Rockland Board of Selectmen will type the Petitioner/Applicant ad and The Rockland Planning Board will submit the same to the newspaper for proper publication. The Planning Board will send to the local newspaper any pertinent billing information needed so that a billing statement can be sent directly to the Petitioner/Applicant for the advertisement publication.

- G. All Petitioners must go to the Rockland Assessor’s Office to obtain a Certified List of Abutters. Two (2) complete copies are to be provided to the Rockland Planning Board.

H. ADVERTISEMENT MAILING

1. Mailed to Applicant(s), all Abutter(s), Rockland Zoning Board, Rockland Planning Board, and surrounding Town’s Planning Boards.
2. Required for mailing: One (1) business size pre-addressed, certified envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. The green card and white Certified Mail forms filled out with Abutters’ name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number. Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelopes.**
3. Required for mailing: One (1) business size pre-addressed, stamped envelope to each surrounding Town’s Planning Board, Rockland Zoning Board, and Rockland Planning Board. Please see list of addresses on last page. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelope.**
4. Required for mailing: One (1) certified envelope addressed to the Applicant(s)/ Owner(s), if different, the green card and white Certified Mail forms filled out with Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number.**
5. The Rockland Planning Board will also distribute the notices and “*Petition Packages*” to the Rockland Zoning Board, Town Clerk, and Town Counsel.

6. The Rockland Planning Board will distribute the notices and “*Petition Packages*” to the Town Engineer, and any other department head of interest, for Peer Review

II. **PETITION WILL BE REFERRED TO THE ROCKLAND PLANNING BOARD FOR THEIR RECOMMENDATION AT TOWN MEETING.**

1. The Rockland Planning Board will schedule a Public Hearing within 65 days of being submitted. You will be notified by mail of the date and time of your hearing. If you are unable to present your petition at that time, please contact the Planning Board Chairman or the Secretary at (781)-871-1874 ext. 170 or email at rocklandplanningboard@gmail.com as soon as possible.
2. All Abutter(s) will be notified of the Public Hearing.
3. A Public hearing is held within a sixty-five (65) day period after any/all Peer review is completed and Peer reports have been submitted. Also review from department heads of interest have reported back to the Planning Board
4. At the Public Hearing the Chairman will open the Public Hearing and read the notice advertisement into the record. Then the Petitioner(s) or their designated professional will present their proposal, the Planning Board members will ask questions, Town Engineer will address his concerns. If present, department heads of interest will ask questions or their reports read into the record. Town Counsel, if present, will address concerns or answer questions. The public will then be heard from for questions or concerns. After all presentations and questions are done the Planning Board will close the Public Hearing.
5. After the required hearing and within sixty five days (65) days of submission of Petition for a Zoning Change, or Town Meeting, whichever comes first, the Board shall take final action thereon. The Board may approve, disapprove, or approve with modifications said plan. If the Board modifies or disapproves said plan, it shall state in its vote the reason for such action, and shall notify the Petitioner(s). The action of the Board with respect of said proposal, shall be by vote, copies of which shall be filed with the Town Clerk and with the Petitioner(s) within fourteen (14) days of the final vote. Final approval, if granted, will be subject to the Statutory twenty (20) day appeal period. Once that time has elapsed following the filing of the “Report of Action” with the Town Clerk, it is the responsibility of the Petitioner(s) to receive confirmation from the Town Clerk the status of appeal or no appeal. Also the Planning Board must report their recommendation at Town Meeting. If Town Meeting is within the twenty (20) day appeal period then the decision of the Planning Board must be given to the Town Moderator on Town Meeting floor after being read into record at Town Meeting.

IV. **TOWN MEETING VOTE:**

1. The proposed Zoning Change will not be accepted unless a majority of the voters at Town Meeting vote “in favor” to accept the proposed zoning change.
2. The zoning change vote at Town Meeting is not binding till it has been approved by the Commonwealth of Massachusetts Attorney General.

Required Mailing Addresses for a Public Hearing

Hingham Planning Board
210 Central Street
Hingham, MA 02043-2759

Abington Planning Board
500 Gliniewicz Way
Abington, MA 02351-1139

Whitman Planning Board
54 South Avenue
Whitman, MA 02382

Hanson Planning Board
542 Liberty Street
Hanson, MA 02341

Weymouth Planning Board
75 Middle Street, 3rd Floor
Weymouth, MA 02189

Norwell Planning Board
P.O. Box 295
Norwell, MA 02061

Hanover Planning Board
550 Hanover Street
Hanover, MA 02339

Department of Housing and Community Development
One Congress Street, Suite 300
Boston, MA 02114
Attn: Don Schmidt

The Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

Created: October 29, 2009