



TOWN OF DEERFIELD

Selectboard & Board of Health
8 Conway Street
South Deerfield MA 01373
Voice: 413.665.1400
Facsimile: 413.665.1411
Website: www.deerfieldma.us

NOTICE TO APPLICANTS

The Selectboard conducts hearings as part of regularly scheduled meetings. Typically, their meetings occur bi-weekly in the Town Hall.

Applicants that wish to appear before the Selectboard for a special permit to run a home business must comply with steps listed below:

- Please contact the Zoning Officer first for an interpretation of the Zoning Bylaws pertaining to Home Businesses.
- Please type or print all applications and keep a copy. Incomplete information could delay the process.
- Both a Plot Plan showing the location of the structure and a property card depicting the location of the business in the building **must** accompany this application.
- Due to publication requirements, applications must be submitted to the staff in the Selectboard Office no later than **(20) days prior to a meeting** in order to be scheduled for a hearing.
- Legal advertisements will be generated by office staff and emailed directly to The Recorder. The applicant will be notified that the notice has been conveyed via email or telephone. Notices are available for pickup during regular office hours as well.
- Applicants pay publication costs directly to the Recorder.** Please contact Legal Notices staff to arrange payment:
 - Telephone: 413-772-0261
 - Email: legalads@recorder.com
 - Fax: 413-774-5511
- A minimum of two (2) days lead time is required to publish and pay for an advertisement. **The Town of Deerfield is not responsible if an advertisement is not published within the required time to hold the hearing.**
- Once confirmation of scheduled advertisement is received, the applicant will be contacted to schedule any site inspections.
- Abutter notification is required for any proposed home business, to be completed by town staff at the applicant's expense. Notices must be mailed via Certified with Return Receipt at a cost of the mailing **plus \$2.00 processing per piece.**
- Abutter information is compiled based on the official property record information of the Deerfield Board of Assessors. This information is available on our website

(www.deerfieldma.us) or from the Assessor's Office for a fee. Please contact Karen Menard, Assessors' Clerk at 665-1400 ext. 106 for more information.

1. Development of the abutter list is based on a **300 ft. radius from the affected property**.
- Decisions will be conveyed to Applicant in as timely a manner as possible, usually within two (2) to seven (7) days.

We appreciate your cooperation. Please feel free to contact the staff in the Selectboard Office at 413-665-1400 ext. 105 with any questions.

For Office Use Only: This application reviewed by _____.



TOWN OF DEERFIELD
Selectboard Office

HOME BUSINESS PERMIT APPLICATION

- Initial Permit Fee: \$50.00
 Renewal/Annual Permit Fee: \$25.00

Name of Applicant: _____ Date: _____

Business Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Federal Tax Identification Number (required): _____

Signature of Applicant: _____

The Social Security and/or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This notification is made under the authority of M.G.L. Ch. 62C, Sec. 49A.

Please describe the nature of the business for which this permit is requested. Please attach a design (sketch) of the space in which the business activities will be conducted.

All Deerfield residents or property owners must complete this section. The Town of Deerfield reserves the right to deny or revoke any permit to residents that have not provided the requisite information.
This requirement is waived for out of town applicants.

I, _____ the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and that all taxes and fees due the Town of Deerfield have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

For BOS Office use only:
Application Number: _____

Permit Number: _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY, this _____ day of _____, 20 ____.

Signature of Taxpayer

By: Corporate Officer (if applicable)

All Deerfield residents or property owners applying for permits must obtain the signature of the Deerfield Tax Collector verifying that all taxes and charges are paid as of the date of application.

Collector's Acknowledgement:

By: _____
Office of the Collector/Treasurer/Town Clerk

Date of Issuance: _____

Return form with appropriate fee (and make checks payable) to:

Returned check fee is \$25.00.

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Selectboard Office
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