

**TOWN OF LUDLOW**  
**Office of the Planning Board**

**Request for Appointment**

Please complete the information below in sufficient detail to summarize your reason for requesting an appearance before the Planning Board. (Use the bottom of the form if more space is needed for explanation – complete information will assist in scheduling efficiently, and is appreciated.) The Board meets Thursday evenings at the Ludlow Town Hall, 488 Chain Street. The Planning Board clerk will notify you of the time and place of your appointment. You are asked to provide a mailing address for correspondence, and a phone number where you can be reached during business hours in case of questions or changes to your appointment. The clerk may assist you in determining what requirements you must complete prior to your meeting with the Board (e.g., legal notices, mailings, application forms, signatures or fees required, etc.) You may contact the clerk for information or changes during business hours at (413) 583-5624 Ext. 281.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Reason for Meeting / Action Requested**

Subdivision Preliminary Plan

Subdivision Definitive Plan Approval

Endorsement of Plan Not Requiring Subdivision Approval (81P)

Change of Occupancy / Change of Use

Site Plan Approval

Special Permit Request

Other Request for Action (specify; e.g. waiver, release of covenant, etc.) \_\_\_\_\_

Informal (specify; e.g. Home Occupation, Accessory Apartment, etc.) \_\_\_\_\_

Other (specify) \_\_\_\_\_

| Office Use Only       |   |
|-----------------------|---|
| <b>Date Scheduled</b> | lgl ntc<br>fee rec'd / req'd<br>public hearing<br>forms req'd |
| <b>Time Scheduled</b> | signatures req'd<br>continuation<br>non-conf. use             |

\_\_\_\_\_  
Signature of Applicant

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Planning board meetings will follow the agenda. All appointments will be made for a specific purpose, and only that purpose will be discussed. Every attempt will be made to stay on schedule. When necessary, continuations will be used to facilitate thorough review, or to allow time for requested changes to be made.

We understand that every item is important. In order to give proper consideration to each agenda item, it is necessary that each person meeting with the board be fully prepared to present their proposal. The board is not able to consider incomplete or unclear proposals, nor does it intend to do preparation or design work for the applicant. For major projects, whether informational or at public hearing, please suggest to the secretary how much presentation time you will need when requesting an appointment. Allowance for questions and public testimony will be added, as appropriate, to ensure a thorough and fair review.

Please be considerate of others on the agenda. The board will do its best to consider each proposal, answer questions, and make a full review in the time allotted.