

## What are the Harvard Land Use Boards?

The Harvard Land Use Boards are comprised of the Conservation Commission, Board of Health, Planning Board, and the Zoning Board of Appeals.

The four Boards, although distinctively different in their jurisdiction of land use, share a common goal of protecting the health, safety, character and environmental resources of the Town of Harvard.

Bylaws and Regulations have been established by each of the four Boards to aid the permitting process. All Bylaws and Regulations can be found on the Town's website at [www.harvard.ma.us](http://www.harvard.ma.us)

Representatives from each board meet once a month to review common activities, propose new regulations or procedures, review proposed regulations or procedures from other Town Boards and Commissions and to discuss better ways of streamlining the permitting process for the applicant.

The Boards always welcome any suggestions that you may want to provide. Simply call, stop by the office or email us your suggestions at the number or email addresses provided on this brochure.

Town of Harvard  
Land Use Boards  
13 Ayer Road  
Harvard, MA 01451  
Phone (978) 456-4106  
Fax (978) 456-4119  
[lallard@harvard.ma.us](mailto:lallard@harvard.ma.us)  
[boh@harvard.ma.us](mailto:boh@harvard.ma.us)

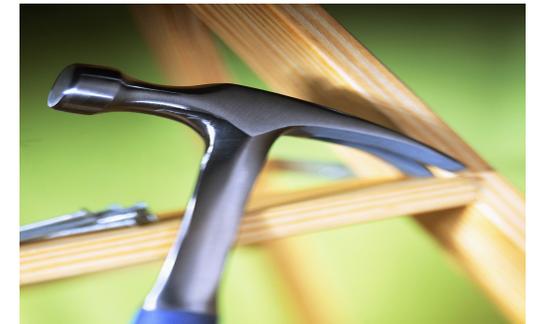
Office Hours: Monday – Thursday  
8:30am to 4:00pm  
Board of Health Tuesday & Thursday  
8:00am -11:00am

---

# Town of Harvard ARE YOU APPLYING FOR A BUILDING PERMIT?

---

**YOU MAY NEED  
APPROVAL FROM  
OTHER TOWN BOARDS  
OR COMMISSIONS**



**PLEASE READ THIS  
BROCHURE FOR  
INFORMATION ON THE  
LAND USE BOARDS  
REQUIREMENTS**

---

When applying for a Building Permit you are agreeing to conform to all applicable Town Bylaws, State Building Code and other restrictions/requirements from authorized agencies.

In order to make this process easier the Harvard Land Use Boards would like to offer the following information:

**1 .** To determine if the project is allowed by the Town's "Protective (Zoning) Bylaw", it is recommended that all applicants review the Town's "Protective (Zoning) Bylaw", Chapter 125 of the Code of the Town of Harvard. (available at [www.harvard.ma.us](http://www.harvard.ma.us))

**2 .** Under M.G.L.\* Chapter 40A, the Zoning Act, the activity may require you to obtain a Special Permit from the Special Permit Granting Authority, typically the Zoning Board of Appeals or the Planning Board. Contact the Land Use Boards office for filing instructions.

**3 .** Will the land in question be divided? If yes, an application under the M.G.L. Chapter 41 and Chapter 130 of the Code of Harvard will need to be filed with the Planning Board. Also, the Board of Health must "approve" the subdivision as it may have Title 5 implications.

**4 .** Will the activity result in repair, maintenance, reconstruction or paving work or include the cutting or removal of trees, or the tearing down or destruction of any portion of a stone wall on a designated Scenic Road. If yes, a Scenic Road

Consent application will need to be filed with the Planning Board. (available at [www.harvard.ma.us](http://www.harvard.ma.us))

**5 .** Will the activity result in a commercial use or business use of the property? If yes, Site Plan review will be required by the Planning Board. (See Chapter 125-38 Site Plan)

**6 .** Will the activity increase the total number of rooms\*\* within an existing dwelling? If yes, an application must be filed with the Board of Health.

**7 .** Verify the existing septic system has the capacity to support the activity.

**8 .** Does the activity represent a change in "use" from the current "use"? If yes, the Board of Health should be contacted to discuss the implications.

**9 .** Any Alteration within 100' of any wetland or 200' of any vernal pool, stream or pond will require approval from the Conservation Commission. See M.G.L. Chapter 131 §40, the Wetland Protection Act, and Chapter 147 Wetland Protection Bylaw of the Code of the Town of Harvard

**Failure to comply with the above mentioned could result in fines or delay the start of the proposed activity**

\*M.G.L. = Massachusetts General Law

\*\*Room is defined as at least 70 square feet, contains windows, heat and a 7 foot ceiling

**IF ANY OF THE ITEMS ABOVE ARE APPLICABLE PLEASE CONTACT THE LAND USE BOARDS OFFICE AT 978-456-4106 IMMEDIATELY TO DETERMINE THE NEXT STEPS**



#### **ADDITIONAL INFORMATION**

The Conservation Commission meets the first and third Thursdays of each month at 7:00pm.

The Board of Health meets the second and fourth Tuesdays of each month at 7:00pm.

The Planning Board meets the first and third Mondays of each month at 7:30pm.

The Zoning Board of Appeals meets the second and fourth Wednesdays of each month at 7:30pm.

All meetings are held in the Town Hall Meeting Room located at the rear of Town Hall, 13 Ayer Road, unless otherwise noted.

