

TOWN OF HARVARD - PERMIT APPLICATION PROCEDURES

[Pursuant to Chapter 53 of Acts of 2020]

On Friday, April 3, 2020, Governor Baker signed into law Chapter 53 of the Acts of 2020, *An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-*. Section 17 of the Act modifies state and local laws governing the submission and process of permit applications for the duration of the State of Emergency declared by Governor Baker on March 10, 2020.

The Town of Harvard is implementing Chapter 53, Section 17 as follows. Portions of the Act are summarized below. Please see referenced sections for complete text.

§17(a) Definitions

"Permit": a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

"Permit granting authority" (or "PGA"): a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

PERMIT APPLICATIONS §17(b)(i) – For so long as the State of Emergency remains in effect, the Act governs the submission of permit applications. Permit applications may be filed as set forth below (if the applicable permit granting authority is not listed in the chart below, please submit to the Town Clerk and it will be forwarded):

"An application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the town clerk."

Applications to Permit Granting Authorities are to be filed:

1. By first class mail: Application to the Harvard Town Clerk, 13 Ayer Road, Harvard, MA 01451, **and** copy of Application and all submission materials, including application fee, to the appropriate permit granting authority listed below. [An email alerting the PGA that an application has been mailed is recommended.]
2. Electronically: Attachment of the requisite application form and supplemental materials by email to the Town Clerk and the Assistant Town Clerk **with** "cc" to the appropriate permit granting authority **and** receipt by first class mail of a check for the applicable application fee. [Online payment is not available at this time.]

BOARD	ELECTRONIC FILING: mkenney@harvard.ma.us and cbowen@harvard.ma.us with cc to:	HARD COPIES: Town of Harvard 13 Ayer Road, Harvard, MA 01451	SUBMISSION REQUIREMENTS AT: All questions regarding submission requirements should be directed to the applicable department prior to submission.
Board of Health*	boh@harvard.ma.us	Attn: Board of Health	https://www.harvard.ma.us/board-health
Conservation Commission	lallard@harvard.ma.us	Attn: Conservation Commission	https://www.harvard.ma.us/conservation-commission
Historic Commission	pam.marston@gmail.com	Attn: Historic District Commission	https://www.harvard.ma.us/historical-commission
Planning Board	lallard@harvard.ma.us	Attn: Planning Board	http://www.harvard.ma.us/planning-board
Select Board	jdoucet@harvard.ma.us	Attn: Select Board	https://www.harvard.ma.us/select-board
Zoning Board of Appeals	lallard@harvard.ma.us	Attn: Zoning Board of Appeals	https://www.harvard.ma.us/zoning-board-appeals

*Applications for Community Septic Management Program, Stable Permit, Waste Hauler Permit and Local Upgrade Approval Request shall be submitted as detailed above to the Harvard Board of Health. All other applications shall be submitted to [Nashoba Associated Boards of Health](#) in accordance with their requirements.

NOTE: All Inspectional Services applications shall continue to be filed through the Inspectional Services electronic submission website at:
<https://harvardma.viewpointcloud.com/>