



# Land Use Boards Department

Planning Board, ZBA, Conservation Commission, Board of Health

13 AYER ROAD, HARVARD, MASSACHUSETTS 01451-1458

Phone: 978-456-4100 [www.harvard.ma.us](http://www.harvard.ma.us)

Date: March 17, 2020

Subject: **TOWN HALL CLOSED - PUBLIC ACCESS TO LAND USE BOARDS DEPARTMENTS**

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As requested by Town Administration, please find below the Land Use Board's instructions for how the public can and will access our department's services during the closing of Town Hall to the public from Wednesday, March 18, 2020 to Friday, April 3, 2020:

## Land Use Boards

Open for Inquiries via phone or email Monday through Thursday 8:00 am to 4:30 pm

Telephone: 978-456-4100 (see extensions below)

Christopher J. Ryan, Director: Extension 323; Email: [cryan@harvard.ma.us](mailto:cryan@harvard.ma.us)

Liz Allard, Land Use Administrator/Conservation Agent: Extension 321; [lallard@harvard.ma.us](mailto:lallard@harvard.ma.us)

Alison Flynn, Board of Health Administrator: Extension 328; [boh@harvard.ma.us](mailto:boh@harvard.ma.us)

For urgent or emergency Board of Health business,  
please contact Nashoba Associated Boards of Health at 978-772-3335

## **Temporary Public Service Guidelines**

Due to the public health emergency declared by the State and Federal governments, as of Wednesday, March 18, 2020, public access to the Land Use Boards and Town Hall generally will be suspended until further notice. The following document provides instructions to members of the public and other customers on how to communicate with the staff and Board members and guidelines for public meetings, making applications, and other typical business matters pertaining to the Planning Board, Zoning Board of Appeals, Conservation Commission, and Board of Health.

### **Generally**

As of the End of Business on Tuesday, March 17, 2020, the Land Use Boards office will be closed to the public. If you wish to reach a staffer, please either call or email the number associated with the Board or Commission in the appropriate section below. Please visit <https://www.harvard.ma.us/land-use-boards> for more specific information related to each board or commission during this temporary situation.

### **Planning Board**

Applications: The Planning Board [Procedural Rules and Regulations](#) details the process for filing the different types of [Applications](#) regulated by the Planning Board under the [Protective Bylaw](#). Applications and Regulations pertaining to the Subdivision of Land can be found [here](#). When applying for activity within the Commercial District please review the [Commercial Design Guidelines](#). Scenic Roads are regulated by the State's [Scenic Roads Designation](#) and Harvard's [Scenic Road Bylaw](#). Scenic Road [Applications](#) includes an application checklist.

View Applications for Upcoming Meetings clicking [here](#).

To make an inquiry or ask a question related to a process (e.g. making an application, progress of an application) of the Planning Board, please contact Liz Allard at [lallard@harvard.ma.us](mailto:lallard@harvard.ma.us) or 978-456-4100 x.321. For questions of a technical nature, please contact Christopher Ryan at [cryan@harvard.ma.us](mailto:cryan@harvard.ma.us) or 978-456-4100 x.323.

### **Zoning Board of Appeals (ZBA)**

Applications: The Zoning Board of Appeals [Regulations](#) detail the process for Special Permit and Variance [Applications](#) under the [Protective Bylaw](#). This same [Application](#) can be used for the filing of a Comprehensive Permit as detailed within their own [Regulations](#).

View Applications for Upcoming Meetings clicking [here](#).

To make an inquiry or ask a question related to a process (e.g. making an application, progress of an application) of the ZBA, please contact Liz Allard at [lallard@harvard.ma.us](mailto:lallard@harvard.ma.us) or 978-456-4100 x.321. For questions of a technical nature, please contact Christopher Ryan at [cryan@harvard.ma.us](mailto:cryan@harvard.ma.us) or 978-456-4100 x.323.

### **Conservation Commission**

Applications: The [Wetland Protection Bylaw Rules](#) details the filing process for the different types of applications regulated by the Conservation Commission. The Regulations also include Forms A-F in pdf format at the top of the page. Use the [WPA Applications](#) for all applications associated with the [Wetland Protection Act](#) and Town's [Wetland Protection Bylaw](#). When applying under the Wetland Protection Bylaw only use the [Wetland Protection Bylaw Applications](#).

View Applications for Upcoming Meetings by clicking [here](#).

To make an inquiry or ask a question related to any business of the Conservation Commission, please contact Liz Allard at [lallard@harvard.ma.us](mailto:lallard@harvard.ma.us) or 978-456-4100 x.321.

### **Board of Health**

To make an inquiry or ask a question related to any business of the Board of Health, please call Alison Flynn at [boh@harvard.ma.us](mailto:boh@harvard.ma.us) or 978-456-4100 x.328. If this is urgent or an emergency, please contact the Nashoba Associated Boards of Health at 978-772-3335.

### **Public Meetings**

Please visit the website of the specific board or commission related to upcoming meeting dates and times. Note that public meetings will be conducted virtually (web-based) for the foreseeable future. Instructions for accessing and participating in virtual meetings will be available shortly on all departmental, board, and commission site.

### **Other Important Information**

The following pages are very helpful for answering a number of questions that you may have. For all other questions, please visit the website for the respective Board or contact us.

Town of Harvard [Geographic Information System](#)

Town of Harvard [Protective \(Zoning\) Bylaw](#)

Town of Harvard [Subdivision Control Bylaw](#)