



TOWN OF HOPEDALE  
ZONING BOARD OF APPEALS  
TOWN HALL  
78 HOPEDALE STREET  
HOPEDALE, MA 01747

Christopher P. Hodgens, Chairman  
Nicholas A. Alexander, Member  
Sandra E. Biagetti, Member  
Louis J. Costanza, Member  
Scott M. Savage, Member  
Mary T. Arcudi, Alternate

September 19, 2021

VIA EMAIL

Re: Site Plan Review

Dear Sir/Madam:

You are receiving this letter because you have applied for a special permit or you are an abutter or other interested person.

It has come to the attention of the Hopedale Zoning Board of Appeals (ZBA) that applications for special permits are being filed without obtaining site plan review before the Hopedale Planning Board.

This situation came to light during the ZBA meeting and public hearing of September 15, 2021. At that meeting, the ZBA and the applicant agreed to defer action, without prejudice, on the application for a special permit until such time as the Planning Board had an opportunity to review the site plan and take action that it deems appropriate.

As a courtesy, and in an effort to save all from the needless expense of time and resources, the ZBA has notified the chairman of the Planning Board and is notifying other special permit applicants of the following section of the Hopedale Zoning By-Laws (section 18.4): "The Planning Board shall review and take action on the site plan and shall submit a report with recommendations to the Board of Appeals within forty-five (45) days of the receipt of the application. The Board of Appeals shall incorporate the Planning Board's recommendations and conditions in its special permit decision, or shall state in the decision the reasons why such recommendations or conditions were not followed." The full text of the Hopedale Zoning By-Laws and updated zoning map is available online ([www.hopedale-ma.gov](http://www.hopedale-ma.gov)).

Thank you for your attention to this matter.

Very truly yours,

Christopher P. Hodgens  
Zoning Board of Appeals  
Chairman

cc: Planning Board Chairman