

# Town of Walpole Massachusetts



## Permitting Process Overview



---

## Why are permits necessary and how long does it take?

Permits ensure that all work is done safely and in accordance with the most up to date building standards. This is done through plan review prior to the issuance of a building permit as well as several building inspections at certain points throughout construction. The Town of Walpole works collaboratively with all applicants and has prepared the following information in order to assist applicants during the permitting process.

The Town of Walpole works hard to process all permits in a timely manner. For projects that are smaller and less complex in nature (i.e. Roofing, Siding, etc.) applicants can apply for an express permit to be obtained within 48 hours pending a completed application. Permits that are larger and not eligible for an express permit can be expected to be issued within 30 day pending a completed application.

Projects that require a Special Permit or Variance will be issued within 180, pending a completed application.

The following steps will provide a detailed overview of the permitting process and ensure all inspectors and Town Departments have the necessary information to review and issue permits in a timely manner.

## Step 1: Contact the Building Department

**Key Contact: James Crowley, Building Commissioner**

**Phone: (508)660-6347**

**Email: [jcrowley@Walpole-ma.gov](mailto:jcrowley@Walpole-ma.gov)**

All applicants should utilize the Town's online permitting system, **Viewpoint**. Applicants will be prompted to apply for permits that will correspond to their proposed project. If you are unsure of what permits are required based on your scope of work, it is suggested that you first contact the Building Department before proceeding with the online application.

It is important to note that large and/or complex projects (i.e. Site Plan Review) will likely require a pre-development meeting. For these projects, applicants should connect with the Building Department to inquire if this is required for their project.

Some projects, large or small, may require additional approvals from other Town Boards (i.e. Planning, Zoning, Conservation, etc.) which will be identified prior to the issuance of the Building Permit. It is important for applicants to account for potential delays in beginning a project if it requires further approval.

## Step 2: Building Permit Application

If a project is deemed “as-of-right” under Zoning and no Special Permits or Variances are required, the project may receive a Building Permit without needing additional Board approval.

After submitting a completed application, applicants will be able to view the status of permits by accessing [Viewpoint](#), the Town’s online permitting software.

Applicants will be prompted to pay permitting fees through [Viewpoint](#) either by check or credit card. Review of applications will not begin until payment has been received.

Applications that require a pre-development meeting or extensive review by other Town Boards may be marked “on hold” until the Town is ready to proceed.

Step 3: Pre-Development Meeting

The purpose of a pre-development meeting is to help guide applicants through the permitting process and provide an informal review with other Town Departments to identify potential issues and determine if a project would require additional relief.

The pre-development meetings typically include:

Town Departments	
Economic Development Director	Town Administrator
Sewer and Water Superintendent	Fire Chief or Representative
Health Director or Representative	Building Commissioner
Town Engineer	Conservation Agent
Police Chief or Representative	Other Staff as Deemed Necessary

Step 4: Contact Applicable Staff for Board Review

Key Contacts:

Department Contact	Email	Phone
Patrick Deschenes, Director	<a href="mailto:pdeschenes@Walpole-ma.gov">pdeschenes@Walpole-ma.gov</a>	(508)660-7352
Kate Delaney, Planning Board	<a href="mailto:kdelaney@Walpole-ma.gov">kdelaney@Walpole-ma.gov</a>	(508)660-7251
Lauren Michalski, Zoning Board	<a href="mailto:lmichalski@Walpole-ma.gov">lmichalski@Walpole-ma.gov</a>	(508)660-7250
Landis Hershey, Conservation Agent	<a href="mailto:lhershey@Walpole-ma.gov">lhershey@Walpole-ma.gov</a>	(508)660-7253
Stephanie Ackley, Conservation	<a href="mailto:sackley@Walpole-ma.gov">sackley@Walpole-ma.gov</a>	(508)660-7268

### Step 5: Submit Application to Board

After connecting with the staff person for the respective Board, they will guide you through the most efficient way to process your application. They will also be your point of contact for the submission of your application fee and required materials.

In order to comply with Open Meeting Law many public hearings require a butter notices be sent out 14 and 7 days prior to the opening of the public hearing. Please expect roughly 30 days before an application will be legally allowed to be heard by the respective Board(s).

Staff may ask for a combination of hard and electronic copies of applications and plans as well as two checks. One check is for the application filing fee and the other check is for the public hearing notification fee with the local newspaper. Incomplete applications will not be accepted. Please work with your contact person to ensure all required materials have been submitted. If your Board accepts online applications through [Viewpoint](#), you can check the status and review feedback at any time.

---

## Step 6: Public Hearing Board Review

The review of project applications is governed by State law. A summary of the timelines necessary for concluding different permit reviews is shown on the following page within Figure 1.

- All Boards/Commissions have regularly scheduled public meetings at which time they may hold public hearings, discuss applications and take votes;
- Your attendance at the hearings and meetings of the boards and commissions is generally required to answer questions. You may also send a representative to the meetings in your place;
- At the public hearing, Board/Commission members will hear testimony regarding the project;
- Additional information may be required during the hearings. If so, the Board will continue the hearing to allow that information to be submitted;
- Once the hearing is closed, no new information may be submitted and the Board will deliberate on its findings, vote and issue a decision;
- The schedules for selected permits, by State law, are shown in Figure 1. The timelines may be extended by mutual agreement between the Board/Commission and the Applicant.

# PERMITTING PROCESS OVERVIEW

**Figure 1 - Permitting Review Timelines**

Permit Type	Days/Timeframe	Permitting Authority
Building Permits	Permits issued upon completion of other reviews and submittal of documentation	Building Department
Demolition Delay	60 days to certificate	Historical Commission
Approval Not Required (ANR)	21 Days	Planning Board
Subdivision (Preliminary)	45 Days	Planning Board
Subdivision (Definitive)	90 Days	Planning Board
Site Plan Review	65 Days	Planning Board
Title V	45 Days	Board of Health
Wetlands	42 Days	Conservation Commission
Special Permit	65 days to hearing, 90 days to decision	Zoning Board of Appeals or Planning Board
Variance	100 Days	Zoning Board of Appeals

Town of Walpole  
135 School Street  
Walpole, MA 02081  
(508)660-7300

---

## What happens after a Board renders a decision?

As previously mentioned, Board follows Mass General Law which outlines the process in detail (see Chapter 40A).

All Boards have 14 days to draft and finalize a decision after the closed public hearing date which has to be filed with the Town Clerk. Once a decision has been filed with the Town Clerk, there is a 20-day appeal period. The best use of the appeal period would be to work with the Building Department to ensure a building permit is ready for issuance. Decisions often times have several conditions and it can be helpful to begin working to ensure all conditions can be met at their appropriate times.

The ability to begin work during an appeal period is handled on a case-by-case basis and at the discretion of the Building Commissioner.

Following the conclusion of the 20-day appeal period, all decisions must be recorded with the Norfolk County Registry of deeds prior to the issuance of any Building Permit.

Additional Town Contacts

<p><u>Assessor's Office</u> Dennis Flis, Assessor Phone: (508)660-7315 Email: <a href="mailto:dflis@walpole-ma.gov">dflis@walpole-ma.gov</a></p>	<p><u>Health Board</u> Melissa Ranieri, Director Phone: (508)660-7320 Email: <a href="mailto:mmarinelli@walpole-ma.gov">mmarinelli@walpole-ma.gov</a></p>
<p><u>Engineering</u> Carl Balduf, Town Engineer Phone: (508)660-7211 Email: <a href="mailto:cbalduf@walpole-ma.gov">cbalduf@walpole-ma.gov</a></p>	<p><u>Water &amp; Sewer Division</u> Scott Gustafson, Superintendent Phone: (508)660-7310 Email: <a href="mailto:sgustafson@walpole-ma.gov">sgustafson@walpole-ma.gov</a></p>
<p><u>Town Clerk</u> Elizabeth Gaffey, Clerk Phone: (508)660-7296 Email: <a href="mailto:townclerk@walpole-ma.gov">townclerk@walpole-ma.gov</a></p>	<p><u>Select Board</u> Aoife Kelly, Executive Assistant Phone: (508)660-7277 Email: <a href="mailto:akelly@walpole-ma.gov">akelly@walpole-ma.gov</a></p>