

**Town of Longmeadow**  
**Department of Building, Planning & Community Development**

**Permitting Due Diligence Guide**

This guide is intended to determine, as early as possible and if applicable, whether specific public bodies need to review the project as part of its permitting process.

1. Is the project within the Historic District jurisdiction? See Historic District Map.
  - No
  - Yes: contact **Historic District Commission** checklist for required guidelines.
2. Is the project in an “area of historical significance” and/or is there an intent to demolish an existing structure that was built prior to 1901?
  - No
  - Yes: contact the **Historical Commission** for required guidelines.
3. Are there any marshes, meadows, swamps, brooks, ponds streams, wetlands and/or rivers in the project’s property or nearby?
  - No
  - Yes: contact **Conservation Commission** for required guidelines.
4. Has the Building Commissioner determined that the project requires relief from the Zoning Board of Appeals? (Work may include but is not limited to structure height adjustment, open space adjustments, re-zoning, others).
  - No
  - Yes: contact **Zoning Board of Appeals (ZBA)** for required guidelines.
5. Will the project have a public or semi-public swimming pool, incur in commercial food handling, health and beauty services or handle tobacco sales?
  - No
  - Yes: contact **Board of Health** for required guidelines.
6. Will the project store propane gas or hazardous materials?
  - No
  - Yes: contact **Longmeadow Fire Department (LFD)** for required guidelines.
7. Will the project require a new road and/or connections to nearby utilities?
  - No
  - Yes: contact **Longmeadow Department of Public Works (DPW)** and see **Planning Board’s Site and Design Review** for required guidelines.
8. Does the project require exterior changes to the site/lot or structures? This will include any interior work to be performed on building perimeter walls.
  - No
  - Yes: contact **Planning Board** for required guidelines.
9. Does the project require new or modified signage?
  - No
  - Yes: see Planning Board’s **Sign Permit Application** and **Zoning Bylaw Article 13**.