



Town of Littleton
Select Board/Town Administrator

Instructions/Forms for Submission of Petitioned Articles for Town Meeting Warrant

The attached forms are intended to serve as the proper process and format for submitting a petition article for insertion into a warrant for the Annual Town Meeting or a Special Town Meeting, and should be used for all petition article submissions.

Under Massachusetts General Laws Chapter 39, Section 10:

- Ten (10) registered voters of the Town may submit a petition article for inclusion in the Annual Town Meeting warrant.
- One-hundred (100) registered voters of the Town may submit a petition article for inclusion in a Special Town Meeting warrant.

Proponents of a petition articles are encouraged to secure more signatures than necessary, in the event the signatures are disqualified for any reason (i.e. non-registered voter, ineligible signature, etc.). The Town encourages petitioners to consult with an attorney to ensure the wording is in proper form to be considered by Town Meeting. Town Counsel is not available to the public for this purpose. **The article will appear on the Town Meeting Warrant EXACTLY as submitted, including spelling and punctuation.**

The article will be subject to review by the Finance Committee for any article requesting an appropriation of funds; the Planning Board for a zoning article; and the Select Board for all other articles.

Requests for zoning amendments should be closely coordinated with the Planning Board prior to submission to assure compliance with MGL Chapter 40A Section 5. See attached flow chart. For more information call 978-540-2425 or e-mail mtoohill@littletonma.org

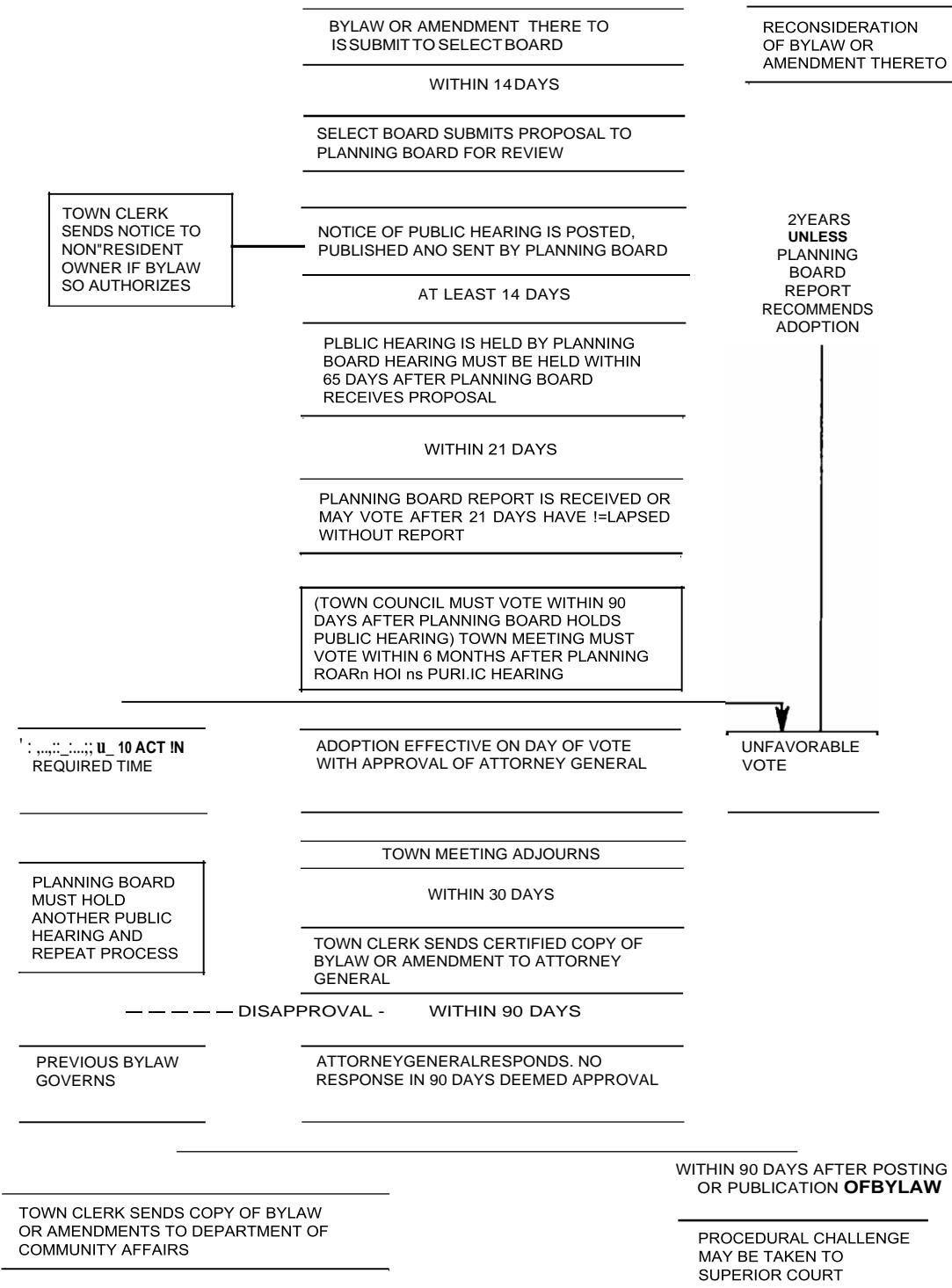
The lead petitioner of each petition article will be notified of the date of a hearing or deliberation by the appropriate Town Board. If the respective Town Board supports the article, the Town will prepare the motion for consideration by Town Meeting. The lead petitioner is responsible for moving the article at Town Meeting. You may copy the petition page as needed to secure enough signatures.

In addition to submitting the attached forms to the Select Board by the announced deadline for any Town Meeting, we request that the petition article wording be e-mailed to lmontgomery@littletonma.org

For questions and assistance, contact the Town Administrator's office at 978-540-2460.

ADOPTION AND AMENDMENT OF ZONING BYLAWS
THESE PROCEDURES MUST BE FOLLOWED
WHEN ANY AMENDMENTS ARE MADE TO YOUR ZONING BYLAW

IN A TOWN



Voter Petitioned Article - Contact Information Sheet

This form must be submitted with each petitioned article.

Date: _____

Title/Subject Matter
of Petitioned Article: _____

Contact information for the lead petitioner:

Name: _____

Street Address

Day Tel. # _____

Evening Tel. # _____

Email Address: _____

(Optional) Brief summary/explanation of the petitioned article

For Board of Selectmen Use Only – Do Not Write In This Area

Date petition article submitted:

Date signatures verified by Town Clerk:

The following Board/Committee(s) will comment on this article:

Board of Selectmen Planning Board Finance Committee

VOTER PETITIONED ARTICLE FOR TOWN MEETING

To the Board of Selectmen:

We, the undersigned registered voters of the Town of Littleton, hereby petition the Board of Selectmen pursuant to MGL Ch. 39, S. 10 to insert the following article into the Warrant for the Annual Special Town Meeting to be held on _____, 20_:

To see if the Town will vote to

or to take any other action in relation thereto.

Printed Name	Street Address	Signature
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		