Town of Littleton
Board of Selectmen/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 Board of Selectmen 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 Board of Selectmen by the announced deadline for any Town Meeting, we request that the petition article wording be e-mailed to ddickerson@littletonma.org

For questions and assistance, contact the Town Administrator’s office at 978-540-2460 or e-mail nnazarian@littletonma.org
ADOPTION AND AMENDMENT OF ZONING BYLAWS
THESE PROCEDURES MUST BE FOLLOWED
WHEN ANY AMENDMENTS ARE MADE TO YOUR ZONING BYLAW

IN A TOWN

BYLAW OR AMENDMENT THERE TO IS SUBMITTED TO BOARD OF SELECTMEN

WITHIN 14 DAYS

BOARD OF SELECTMEN SUBMITS PROPOSAL TO PLANNING BOARD FOR REVIEW

TOWN CLERK SENDS NOTICE TO NONRESIDENT OWNER IF BYLAW SO AUTHORIZES

NOTICE OF PUBLIC HEARING IS POSTED, PUBLISHED AND SENT BY PLANNING BOARD

AT LEAST 14 DAYS

PUBLIC HEARING IS HELD BY PLANNING BOARD HEARING MUST BE HELD WITHIN 65 DAYS AFTER PLANNING BOARD RECEIVES PROPOSAL

WITHIN 21 DAYS

PLANNING BOARD REPORT IS RECEIVED OR MAY VOTE AFTER 21 DAYS HAVE ELAPSED WITHOUT REPORT

(TOWN COUNCIL MUST VOTE WITHIN 90 DAYS AFTER PLANNING BOARD HOLDS PUBLIC HEARING) TOWN MEETING MUST VOTE WITHIN 6 MONTHS AFTER PLANNING BOARD REPORTS

ADOPTION EFFECTIVE ON DAY OF VOTE WITH APPROVAL OF ATTORNEY GENERAL

UNFAVORABLE VOTE

TOWN MEETING ADJOURNS

WITHIN 30 DAYS

TOWN CLERK SENDS CERTIFIED COPY OF BYLAW OR AMENDMENT TO ATTORNEY GENERAL

DISAPPROVAL - WITHIN 90 DAYS

PREVIOUS BYLAW GOVERNS

ATTORNEY GENERAL RESPONDS. NO RESPONSE IN 90 DAYS DEEMED APPROVAL

WITHIN 90 DAYS AFTER POSTING OR PUBLICATION OF BYLAW

PROCEDURAL CHALLENGE MAY BE TAKEN TO SUPERIOR COURT

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17.12
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
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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===============================================================================
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
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.

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