



## CITY OF NEW BEDFORD

### OFFICE OF THE CITY SOLICITOR

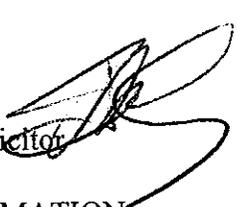
133 William Street, Room 203  
New Bedford, MA 02740-6163

Tel.# (508) 979-1460

Fax.# (508) 979-1515

# MEMORANDUM

TO: Planning Board  
Zoning Board of Appeals  
✓Conservation Commission  
Board of Health  
Licensing Department  
Traffic Division

FROM: Irene B. Schall, City Solicitor 

SUBJECT: APPLICATION INFORMATION

DATE: September 28, 2006

---

Effective immediately all applications for any permits issued by your respective boards must be accompanied by documentation showing the nature of the property interest(s) affected by the permit(s). Required will be: copies of deeds, certificates of title, leases and purchase and sales agreements and most recent plan or record showing the affected lot or lots. In addition, for ZBA applications, also include a copy of the deed or deeds of abutting parcels, if said parcels have been held in common ownership with the subject parcel at any time since January 1, 1976. If the applicant is not the owner, a signed and notarized letter from the record owner (or authorized representative) which authorizes the applicant to submit an application for the parcel or parcels affected will be required. If you are not provided with the necessary information or you require clarification on ownership, please contact this office.

This change should immediately be reflected in a change to your applications and may be attached to the Application as an Appendix (submitted herewith) or incorporated directly into the application itself.

Your cooperation will be greatly appreciated.

IBS/bar

## Appendix

(1) Owner's/Landlord's Name: \_\_\_\_\_

(2) Title Reference to Property: \_\_\_\_\_

(Attach copy of Deed, Certificate of Title & most recent Recorded Plans showing affected lot or lots)

(3) If the Applicant is Not the Owner:

Provide:

1. Notarized authorization letter from owner to tenant or buyer for application for this permit (on letterhead);
2. Copy of Purchase & Sale agreement or lease, where applicable;

**(In addition, for ZBA only)**

3. Copy of the deed or deeds of abutting parcels if said parcels have been held in common ownership with the subject property at any time since January 1, 1976.