

The City of Holyoke Zoning Ordinance  
**ZONING PERMIT APPLICATION FOR  
ACCESSORY STRUCTURES**

The City of Holyoke Building Department  
20 Korean Veterans Plaza Room 300  
Holyoke, MA 01040  
413-322-5600 [www.holyoke.org](http://www.holyoke.org)



**This Section for Official Use Only**

Property has no uncollected tax, fines, fees, or other charges owed to the City of Holyoke

initial \_\_\_\_\_

**SECTION 1: SITE INFORMATION**

*All property information can be found at [holyokema.mapgeo.io](http://holyokema.mapgeo.io)*

1.1 Property Address:  
\_\_\_\_\_

1.2 Assessors Map / Parcel ID Numbers (optional)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Map Number                      Block Number                      Parcel Number

**SECTION 2: PROPERTY OWNERSHIP**

2.1 Owner of Record:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City / State / Zip

2.2 Owner Contact Information:

\_\_\_\_\_  
Phone number (**REQUIRED**)

\_\_\_\_\_  
Email address (**REQUIRED**)

**SECTION 3: PROJECT DESCRIPTION**

Briefly describe the proposed accessory structure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: COMPLIANCE VERIFICATION**

Excerpts from City of Holyoke Zoning Ordinance [4.4 Accessory Uses and Structures](#).

Check all that apply:

- Structure is less than 120 square feet
- Structure is detached and located in the rear yard
- Structure is not closer than eight feet (8') of any other structure or rear lot line
- Structure is one (1) or two (2) stories?
  - One (1) story** (structure is not closer than five feet (5') to any side lot line and is not over 22' high)
  - Two (2) stories** (structure is not closer than ten feet (10') to any side lot line and is not over 30' high)
- Plot plan (section 5b) on following page is complete.

**SECTION 5a: OWNER OR AUTHORIZED AGENT DECLARATION**

By entering my name below, I hereby attest under the pains and penalties of perjury that all the information contained in this application is true and accurate to the best of my knowledge and understanding. I understand that it is my responsibility to make sure all provisions of the City of Holyoke Zoning Ordinance and Massachusetts Laws are adhered to.

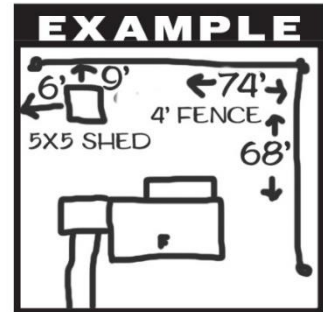
\_\_\_\_\_  
**MUST BE SIGNED** by Owner

\_\_\_\_\_  
Date

## SECTION 5b: PLOT PLAN

Please fill out this plot plan as accurately as possible. Placements may be approximate but dimensions need to be exact. Do not use estimated dimensions. Please use the checkboxes below to ensure you have addressed all requirements.

- All property lines and dimensions
- All adjacent streets and street names.
- House (*please indicate front of house*)
- All other structures  
(decks, porches, pools, detached garages, sheds, etc)
- Driveway
- Easement(s) if applicable
- Wetlands or Natural Heritage land if applicable



**FRONT OF LOT**