

## NOTICE: BEGINNING APRIL 1, 2024

New Procedures for Filing Documents with the Town of Sheffield's Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals are now in place to support the transition of these boards' records to electronic document storage and archival. After a transition period of one month. On May 1, 2024, the Board Administrator may reject document submissions that do not meet these procedures.

- ▶ **All filed 1 page documents** must have the Map-Block-Lot of the subject property written on the upper right hand top of the document. 1 page documents may continue to be filed as paper only.
  
- ▶ **All filed documents of 2 or more pages** require:
  - Map-Block-Lot of the subject property written on the upper right hand top of the document and all associated attachments.
  - Submission of the entire document and all attachments in .pdf format. This includes all attachments, maps, and drawings. For documents larger than 8.5" x 11" inches, an 8.5" x 11" size document of each oversized document is required to be included in the .pdf. The .pdf may be submitted via email to [TownHall@sheffieldma.gov](mailto:TownHall@sheffieldma.gov) or on a thumb drive.
  - Still required are paper copies of the document and all attachments in the number required by the particular board.
  - All subsequent submissions associated with a specific project, such as an NOI or Special Permit, or Appeal, will follow these submittal procedures

Thank you for your cooperation in assisting the Town of Sheffield make this transition.