



**Town Clerk**  
 P.O. Box 264  
 Shutesbury, MA 01072  
 (413) 259-1204  
 Fax (413) 259-1107  
 E-mail [townclerk@shutesbury.org](mailto:townclerk@shutesbury.org)

**Business Certificate**  
*Amendment or Discontinuance*

\_\_\_\_\_, 20\_\_\_\_

In conformity with provisions of Chapter 110, Section 5 of the General Laws, the undersigned hereby declare(s) a business under the title of \_\_\_\_\_ located at \_\_\_\_\_ has changed as follows:

- Business discontinued; date discontinued: \_\_\_\_\_
- Change of **home** address of owner: \_\_\_\_\_
- Change of **business** address; now conducted at: \_\_\_\_\_
- Change of ownership; Name: \_\_\_\_\_  Resigned/Retired  Withdrawn
- Owner deceased; executor or administrator of will or estate: \_\_\_\_\_

<u>FULL NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

*Sign in the presence of a Notary or Town Clerk*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\*\*\*\*\*

Franklin, ss Date: \_\_\_\_\_

Before me, \_\_\_\_\_ personally appeared and proved to me through satisfactory evidence, which was \_\_\_\_\_ to be the person(s) whose name is signed on this document, and who swore or affirmed that the contents of the document are truthful and accurate to the best of their knowledge and belief.

\_\_\_\_\_  
*Signature of Notary Public or Town Clerk*

(SEAL)

My Commission Expires: \_\_\_\_\_



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## USE OF PROPERTY and BUSINESS CERTIFICATES

This document shall serve to review and clarify the respective authority of the Building Department and the Office of the Town Clerk as they relate to certain uses of property and business certificates.

### **Zoning Bylaws:**

The Town of Shutesbury Zoning Bylaws regulate structure and land use. These Zoning Bylaws are enforced by the Zoning Enforcement Officer at the Franklin County Cooperative Inspection Program. No building, structure, or land shall be **used or occupied** except for the purposes set forth in the Zoning Bylaws. Proposed uses of property may be: (1) permitted; (2) permitted only after receipt of a "special permit" from the Zoning Board of Appeals; or (3) not allowed. For any proposed use, a determination of the applicability of the Zoning Bylaws is to be made by the Zoning Enforcement Officer prior to commencing with use. Any decision of the Zoning Enforcement Officer may be appealed through the Zoning Board of Appeals.

### **Business Certificates:**

The Town Clerk's Office issues "business certificates" to register certain businesses. This requirement of the Massachusetts General Laws originated with consideration to consumer protection. This is to **register** individuals and businesses and does not **allow or permit any rights with respect to the provisions of the Zoning Bylaws or any other regulation.**

This is to certify that I have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date