



TOWN OF WESTPORT

BOARD OF SELECTMEN
816 MAIN ROAD
WESTPORT, MASSACHUSETTS 02790
Tel: 508-636-1006 Fax: 508-636-1147

MEMORANDUM

TO: Mobile Home/Recreational Vehicle – East Beach Trailer Home Permit Holders
FROM: Lucy Tabit, Administrative Assistant to the Board of Selectmen
RE: 2020 East Beach Seasonal Trailer Permits
DATE: March 2, 2020

Hello! This memo marks the start of renewals for the 6-month East Beach Trailer Home Permits which run May 1 through October 31. No trailers are allowed without a permit from the Board of Selectmen.

Last year, many “End of Season Certifications” were not returned. Remember to *remove your belongings* at the end of the season and return the signed form (item 1e below) by November 3. As a reminder of your responsibilities as a permit holder, please refer to the East Beach Mobile Home/Recreational Vehicle Regulation enclosed, especially section IV entitled “End of Season Clean-up”.

For lots with septic systems and tight tanks: please work with and abide by Board of Health sanitary requirements to ensure you receive your permit from the Board of Selectmen by May 1.

The enclosed documents, as listed below can be found on-line in the “Trailer Permit” blue tab on the Board of Selectman’s web page at this link: www.westport-ma.com/board-selectmen

Permits can only be issued by the Board of Selectmen upon receipt of all completed documentation – send these all together. If you have any questions, please feel free to contact me at 508-636-1006.

~ Wishing everyone a wonderful summer season! ~

1. Enclosed you will find:

- a. Mobile Home/Recreational Vehicle Regulation Pertaining to East Beach
- b. Seasonal Trailer Permit Checklist
- c. Seasonal Trailer Permit Application (two sided- sign back side)
- d. Seasonal Trailer Permit Conditions Agreement (one sided – sign front)
- e. Seasonal Trailer Permit End of Season Certification (due by November 3)
- f. *Reflective address sign order form (see * below)
- g. Electrical Inspector memo
- h. Board of Health memo

2. Please complete and return:

- a. Seasonal Trailer Permit Application and Seasonal Trailer Permit Conditions Agreement
- b. for properties with tight tanks and septic systems provide:
 - 1). pump-out records and
 - 2). pumper contract
- c. send TWO SEPARATE CHECKS payable to the “Town of Westport” in the amounts of:
 - 1). \$60.00 (Trailer Permit fee)
 - 2). \$40.00 (Electrical Inspection fee)
- d. Seasonal Trailer Permit “End of Season Certification” due after November 1

Return application with all attachments to the Board of Selectmen’s Office.

***Reflective address signs:** The Fire Department assigned street address numbers to all the lots for emergency response. Your properties can be identified by a reflective address sign, which are made by the Police Department Explorers. The signs are \$15.00 each and can be ordered at any time. An order form is enclosed should you choose to order or reorder a sign.



TOWN OF WESTPORT, MASSACHUSETTS

MOBILE HOME / RECREATIONAL VEHICLE REGULATION

PERTAINING TO THE AREA KNOWN AS “EAST BEACH”

I. Statement of Purpose and Authority

Pursuant to Article XV of the By-laws and Regulations of the Town of Westport (hereinafter referred-to as the “By-law”), the Board of Selectmen is charged with issuing permits for the keeping of Mobile Homes and Recreational Vehicles on private property in the Town of Westport. In issuing such permits, the Board is required to ensure the promotion of health, safety, convenience, morals and welfare of the inhabitants of the Town. The area known as East Beach has a large concentration of property owners desiring to use their property for the keeping of Mobile Homes and Recreational Vehicles during certain times of the year. The area known as East Beach is in an environmentally sensitive barrier beach area. Therefore, in order to balance the interests of the East Beach property owners to use their property for the keeping of Mobile Homes and Recreational Vehicles, with the public’s interest in protecting public safety and preserving the natural environment, the Board of Selectmen (hereinafter referred-to as the “Board”) hereby promulgates the following regulations concerning the issuance of Mobile Home/Recreational Vehicle Permits for the East Beach Area.

II. Season

For purposes of this regulation, the Season for the East Beach Area shall be from May 1 through October 31 of each year. The placement of Mobile Homes and/or Recreational Vehicles on property in the East Beach Area at any other time of the year shall be subject to the By-law. For purposes of this Regulation, the East Beach Area shall encompass the area between the Rhode Island Sound to the west, Buzzards Bay to the east, the entrance to Horseneck Beach Reservation and Third Street to the North and Buzzards Bay to the South, and shall include all lots which are eligible to apply for a 6-month Mobile Home and Recreational Vehicle Permit, including but not limited-to all lots abutting East Beach Road, Farley Lane, Grove Avenue, John Reed Road, Mosher Lane, South Shore Street and West Beach Road.

III. Permit Application

In addition to the procedures set forth in paragraphs 1501.1 through 1501.8 of the By-law, applications to keep a Mobile Home or Recreational Vehicle on property located in the East Beach Area shall comply with the following requirements:

1. Permit Applications shall be submitted, in writing, on a form supplied by the Board.
Completed applications should be received by March 1 for the ensuing Season. The Board will not guarantee that applications received after March 1 will be acted upon before May 1.
2. Each Permit Application shall be accompanied by a fee established by the Board.
3. Each Permit Application shall contain the following certifications:
 - a. Board of Health certification that the subject property has an approved method of sewage disposal, either through an approved on-site septic system or a self-contained septic system with evidence of appropriate arrangements for off-site disposal.

- b. Conservation Commission certification authorizing any permanent structures affixed to the property. For purposes of this regulation, the term “permanent structure” shall include sheds, decks, fences, benches, or any other item affixed to the ground in such a manner that it is designed to remain at a fixed location.
 - c. As the Board recognizes that the process for obtaining the above-referenced approvals may involve time-consuming administrative processes, a property owner may obtain a permit with a certification that the required processes have been initiated, are on-going and that the property owner is participating in such processes in good faith.
- 4. Each Permit application shall include a plot plan of the property. Said plan need not be prepared by a registered surveyor, but it must be sufficiently accurate to depict the existing conditions of the subject property, including but not limited-to the location of the trailer, mobile home or recreational vehicle, the location of any permanent structures and an estimate of the high water mark, if applicable. Once on file, the applicant need not submit a plan for subsequent years unless there is a change in the existing conditions at the subject property.
- 5. Each Permit application shall include a description of the trailer, mobile home or recreational vehicle, including its state of registration and registration number, and shall include a description of any temporary structures the property owner intends to store on the property during the Season. For purposes of this regulation, the term “temporary structures” shall include sheds, decks, fences, or any other large item that is not affixed to the ground in such a manner that it is designed to remain at a fixed location.
- 6. The permit application shall be signed under the pains and penalties of perjury.

IV. End of Season Clean-Up

- 1. Prior to vacating the property at the end of the Season, and no later than November 3 of each year, the property owner shall remove all trailers, campers and/or mobile homes, all temporary structures and all items of personal property. The following is a non-exhaustive list of items that must be removed at the end of the season: picnic tables, benches, beach chairs, umbrellas, temporary decks or patios, temporary sheds, etc.
- 2. Only permanent structures duly approved by the Conservation Commission remain on the site after November 3 of each year.
- 3. Any items remaining on the site, except those allowed under paragraph 2 hereof, after November 3 will be considered abandoned property and are subject to removal by the Town. The Town will conduct inspections of all properties in the East Beach Area after November 3 and shall document all items of abandoned property. The property owner shall be provided with written notice of the Town’s findings. Any abandoned property not removed within 1 week of the Town’s notice may be removed by the Town at the property owner’s expense. If the Town is required to undertake removal, items will not be stored for retrieval by the property owner, but will be disposed of in an appropriate fashion. The property owner will be billed for any costs incurred by the Town in removing and disposing of the abandoned property, and if such bill is not paid in full within thirty days, the balance will be transmitted to the Tax Collector for collection in accordance with Chapter 60 of the Massachusetts General Laws, which may include imposition of a lien on the property.

4. The Board may deny a permit for the following season for any property on which the owner failed to perform proper end of season clean-up or failed to pay costs billed by the Town in accordance with paragraph 3 hereof.
5. Any permanent shed or other storage location on the property must be cleared of any and all hazardous materials prior to the end of the season, and no later than November 3 of each year. No hazardous materials shall be stored in any manner on the property during the off-season. For purposes of this regulation, the term “hazardous materials” includes, propane tanks, gas tanks, paint cans, bug sprays, cleaning fluids, etc. Prior to vacating the property at the end of the Season, and no later than November 3 of each year, the property owner shall certify in writing and under the pains and penalties of perjury that all “hazardous materials” have been removed from the Property.

V. Conditions on All Permits

All permits issued for the East Beach Area shall be subject to the following terms and conditions:

1. No trailer, mobile home or recreational vehicle, permanent structure, temporary structure, or items of personal property shall be stored on Town-owned land. Any materials encroaching upon Town land may be subject to removal in accordance with section IV(3) of these regulations.
2. All properties are subject to an electrical inspection in accordance with procedures of the Electrical Inspector.
3. All properties shall be identified with reflective street address signs provided by the Police Department and such signs shall remain in place at all times and be visible from the road.
4. In the event of a major storm warning, property owners shall take any and all actions ordered by the Town through its Emergency Management officials. If such orders require the removal of items from the property, and the property owner fails to comply therewith, such items may be removed by the Town at the owner’s expense.

VI. Enforcement

1. The Board of Selectmen may revoke a permit for any of the following reasons:
 - a. The failure to comply with any requirement of the By-law or these Regulations, or any orders of the Board of Health, Conservation Commission or any other board or officer of the Town relative to the use of the subject property.
 - b. The making of any material misrepresentation in a permit application, including but not limited to failing to properly identify the existence of an on-site septic system or permanent structure.
 - c. The maintenance of any condition on the subject property which constitutes a nuisance or threat to the safety, health and environment of the inhabitants of the Town.
2. Prior to revoking the permit, the Board shall provide the permit holder with written notice of the violation. Within five business days of receipt of such notice, the permit holder may request a hearing before the Board. Notice shall be served by certified mail return receipt requested or by constable. Said hearing shall be convened more than forty-eight hours after receipt of the request. The Board shall render a written decision within thirty days of closing the hearing. The written decision of the Board after such hearing shall be final.

3. The failure to comply with the By-law or this Regulation may result in the imposition of fines as set forth in paragraph 1507 of the By-law thereof.
4. The Board may deny a permit for the following season for any property on which the owner failed to comply with an order of the Board of Health, Conservation Commission, Building Inspector or any other board or officer of the Town relative to the use of the subject property.
5. The Board may enforce these Regulations or enjoin violations thereof through any lawful process, and the election of one remedy by the Board shall not preclude enforcement through any other lawful means.

VII. Reservation of Rights

Property owners must comply with all applicable provisions of federal, state and local laws governing the use of the subject property, and the issuance of a permit by the Board of Selectmen is not intended to limit or restrict the rights of the Town or any of its boards, commissions or agents to carry out their duties in accordance with applicable laws and regulations relative to their respective jurisdictions. As such, the Town expressly reserves the rights to take appropriate enforcement action against any property owner should the need arise.



TOWN OF WESTPORT

BOARD OF SELECTMEN
816 MAIN ROAD
WESTPORT, MASSACHUSETTS 02790
Tel: 508-636-1006 Fax: 508-636-1147

SEASONAL TRAILER PERMIT CHECKLIST

**ALL PAPERWORK MUST BE SUBMITTED TOGETHER WITH YOUR
APPLICATION
PLEASE DO NOT SEND IT SEPARATELY.**

- _____ Completed two-page Application.
**Signatures needed on page 2
- _____ Completed Conditions Agreement.
**Signatures needed on page 1
- _____ \$60.00 Trailer Permit Fee: Check made payable to “Town of Westport”.
**Must be separate checks.
- _____ \$40.00 Electrical Inspection: Check made payable to “Town of Westport”
**Must be separate checks.
- _____ Proof of septic/tight tank pump-out and contract, if applicable.
- _____ End of Season Certification*** – return BY NOVEMBER 3rd to The
Board of Selectmen

*****THE END-OF-SEASON CERTIFICATION FORM IS TO BE RETURNED
ONLY AFTER YOU HAVE VACATED AND REMOVED YOUR PROPERTY
FOR THE SEASON.**

Should you have any questions, please contact this office at 508 636 1006. Thank you.



TOWN OF WESTPORT

BOARD OF SELECTMEN
816 MAIN ROAD
WESTPORT, MASSACHUSETTS 02790
Tel: 508-636-1006 Fax: 508-636-1147

SEASONAL TRAILER PERMIT APPLICATION

____ NEW ____ RENEWAL
____ YEAR ____ MOS.

PLEASE ANSWER ALL ITEMS LEGIBLY

TODAY'S DATE: _____

APPLICANT/OWNER INFORMATION

Name of Applicant: _____
Address: _____ (City or Town) _____ (Zip Code) _____
Applicant's Phone: home _____; (cell) _____; (other) _____
Email address: _____

Name of Property Owner: _____
Address: _____ (City or Town) _____ (Zip Code) _____
Owner's Phone: home _____; (cell) _____; (other) _____
Email address: _____

TRAILER INFORMATION:

Address/location of trailer: _____ Assessor's Map #: _____ Lot #: _____
Proposed use of trailer: _____
Duration of permit applied for (if other than *seasonal 6 mos.*, see reverse): _____
Description of trailer – please list: make/model, color, dimensions, serial number and state of registration with registration number.

Has there ever been a trailer located on this lot? ☐ **Yes** or ☐ **No** If yes, date trailer first placed there: _____
Is there any other trailer or dwelling unit on this lot at the present time? ☐ **Yes** or ☐ **No** If yes, describe: _____

- Is the proposed location of the trailer within 100 feet of the ocean, river, brook, stream, wetlands, marsh, etc.? ☐ **Yes** or ☐ **No**
- Is it in the flood plain? ☐ **Yes** or ☐ **No**
- If yes, to either question, has the Westport Conservation Commission approved this application for the intended use? ☐ **Yes** or ☐ **No**
Please indicate date of approval: _____.

TURN OVER TO CONTINUE 

OFFICE USE ONLY:

Date Application and fee received: _____ Cash / Check # _____
Pump Out Record: ☐ **Yes** ☐ **Not Applicable**
Date electrical inspection fee received: _____ Cash/Check # _____
Conservation Commission approval, date if given: _____

Name of Applicant: _____ ADDRESS: _____

WASTE DISPOSAL:

- Does trailer have a self-contained disposal system? (*check one box*) ☐ Yes or ☐ No
 - If self contained, what company will provide waste disposal? _____
 - What other provisions do you have for waste disposal? _____
 - Is there an on-site, in the ground disposal system? (*check one box*) ☐ Yes or ☐ No
 - Describe the disposal system on site (*i.e. tight tank or septic system*): _____
 - Date of last inspection? _____
 - Date of last pump-out? _____ (*latest report is required to be attached to this application*)
 - What company will dispose of waste? _____
 - **SPECIFICALLY INDICATE other provisions** for waste disposal especially if a self-contained unit: _____
-
-

6 MONTH PERMIT

IF PERMIT IS FOR 6 MONTHS, to be inhabited:

Has a Variance or Special Permit been granted to place a trailer on the lot? _____

Date Granted: _____; Date recorded in the Registry of Deeds: _____ Book: _____ Page: _____

12 OR 18 MONTH PERMIT

IF PERMIT IS FOR 12 OR 18 MONTHS (to construct a dwelling only)

Date the Building Permit was issued: _____

Date the septic system was approved after installation: _____

Date the well was approved: _____

IF APPLICATION IS FOR ANY OTHER PURPOSE OR DURATION THAN ABOVE:

State specifically the purpose for a trailer and the length of time applied for: _____

PLEASE ATTACH THE FOLLOWING. (Required only if not already on file with the Board of Selectmen)

- A. A sketch of the lot with dimensions and the proposed location of the trailer.
- B. A copy of deed of conveyance to owner.
- C. A copy of any variance in effect on the property.

SIGNATURE

I, THE UNDERSIGNED APPLICANT, understand that under the By-Laws of the Town of Westport, I must remove the trailer from the lot at the expiration of the permit period, whatever its duration.

Signature of Applicant: _____ Date: _____



TOWN OF WESTPORT

BOARD OF SELECTMEN
816 MAIN ROAD
WESTPORT, MASSACHUSETTS 02790
Tel: 508-636-1006 Fax: 508-636-1147

SEASONAL TRAILER PERMIT CONDITIONS AGREEMENT

THE FOLLOWING ARE PART OF THE TRAILER PERMIT APPLICATION AND PERMIT:

- (1). The Town of Westport can order removal of any trailer, camper, or mobile home in the event of a storm warning;
- (2). If the owner does not remove the trailer, camper, mobile home, sheds and belongings such as picnic tables, etc. when so ordered by the Town, the Town can remove it and charge the cost to the owner(s);
- (3). Any trailer, camper, mobile home and sheds must be mobile for the entire six (6) months;
- (4). The Wire Inspector and/or Assistant Wire Inspector shall be allowed to inspect the wiring on the property and/or trailer. The electrical hook-up cannot be permanently connected and must be installed for quick removal;
- (5). The Board of Health Agent and/or Assistant Board of Health Agent shall be allowed to inspect the sewage system on the premises.
- (6). The Trailer Permit must be displayed on the portion of the trailer facing the road. The address (minimum 3" number height) must appear on the electrical box so as to be visible from the road at all times; and

AS PROVIDED FOR IN THE MOBILE HOME/RECREATIONAL VEHICLE REGULATIONS:

- (7). Not more than one (1) mobile home/recreational vehicle shall be placed on one (1) lot of land as defined by the By-Laws of the Town;
- (8). The parking, without further use, of a recreational vehicle owned by a person residing in the Town at his/her place of residence shall not require a permit under these regulations; and
- (9). Each mobile home/recreational vehicle shall be removed from the premises within 72 hours of the time period specified on the permit.

SEASONAL TRAILER PERMITS ARE VALID MAY 1 THROUGH OCTOBER 31

I/We, _____, _____
Permit Holder Street Address

Town/City State Zip Code Telephone # and e-mail

I/We understand and agree to the above conditions & agreements in conjunction with my trailer, camper, or mobile home/recreational vehicle located at:

_____, Lot # _____
Trailer Address Street address and Lot Number

SIGNED: _____ DATE: _____



TOWN OF WESTPORT

BOARD OF SELECTMEN
816 MAIN ROAD
WESTPORT, MASSACHUSETTS 02790
Tel: 508-636-1006 Fax: 508-636-1147

SEASONAL TRAILER PERMIT END OF SEASON CERTIFICATION

Name of Permit Holder: _____

Address of Trailer: _____

Pursuant to the Town of Westport's By-law Article XV and the Regulations Relative to Mobile Home / Recreational Vehicle Permits for property at East Beach under Section IV – End of Season Clean-Up:

“Prior to vacating the property at the end of the Season, and no later than November 3rd of each year, the property owner shall certify in writing and under the pains and penalties of perjury that all “hazardous materials” have been removed from the Property.”

I, THE UNDERSIGNED PERMIT HOLDER, under the pains and penalties of perjury certify that all “hazardous materials” have been removed from my property for the off-season.

Signature of Permit Holder: _____

Date: _____

This certification form can either be mailed to: Westport Town Hall
Board of Selectmen's Office
816 Main Road
Westport, MA 02790

Or emailed to: TabitL@westport-ma.gov

Or delivered to the Selectmen's Office in Westport Town Hall, 2nd floor.

MAKE YOUR HOUSE SEEN

Enclosure 1f

IF WE CAN'T FIND YOU...
WE CAN'T HELP YOU !

PLEASE ASSIST EMERGENCY PERSONNEL
IN FINDING YOUR HOUSE FASTER

ORDER YOUR REFLECTIVE ADDRESS MARKER TODAY
FOR ONLY \$15.00
(CHECK OR MONEY ORDER ONLY)

MADE PAYABLE TO: **WESTPORT EXPLORER GIFT ACCOUNT**

PLEASE FORWARD ORDER FORM TO:

WESTPORT POLICE STATION
56 HIX BRIDGE ROAD
WESTPORT, MA 02790-4311

REFLECTIVE SIGN ORDER FORM:

NAME: _____

ADDRESS: _____

PHONE: _____

PLEASE PLACE ADDRESS NUMBERS IN BOXES BELOW (1 NUMBER PER BOX).

* ALL PROCEEDS FROM THE REFLECTIVE SIGNS WILL BENEFIT THE WESTPORT EXPLORER POST #305. THESE FUNDS WILL BE USED TO PROVIDE NEW UNIFORMS, EQUIPMENT, AND OTHER NECESSARY ITEMS TO SAFELY AND CORRECTLY RUN THE EXPLORER PROGRAM.



TOWN OF WESTPORT
Westport Town Hall Annex
856 Main Road, Westport, MA 02790
INSPECTOR OF WIRES
Tel: 508-636-1035 or Fax 508-636-1032

TO: Trailer Owners – East Beach Area
FROM: Dane Winship, Assistant Inspector of Wires
DATE: February 18, 2020
RE: Electrical Inspections – Trailers / Services

All trailers with six-month permits in the beach area are required to have an electrical inspection of pole service and trailer.

THE FEE FOR THIS INSPECTION WILL BE \$40.00.

Trailers must not be permanently connected. All 115 volt 15 or 20 AMP outside receptacles, whether for the trailer connection or not, must be GFCI protected.

Violations are to be repaired within five (5) working days from receipt of a violation tag. The cost of this permit will be in accordance with our fee schedule for work to be performed. All work must be completed by a Massachusetts licensed electrician.

YOUR ADDRESS MUST APPEAR ON YOUR LOT BEFORE AN INSPECTION IS MADE

The Inspector's Office should be notified of the date your trailer is to be placed on the lot. This can be done by notifying the office at 508-636-1035, or in emergencies, by calling me at 508-858-1987.

PLEASE HAVE PANEL BOARDS UNLOCKED FOR INSPECTIONS

A tag will be left after inspection. A yellow tag will be left if no corrections are required. If the tag is red, please have your electrician call me at 508-858-1987 to discuss the problems that I have found.

Thank you for all your efforts and cooperation in helping us keep this area safe and I look forward to seeing you soon.

Very truly yours,
Dane Winship
Assistant Inspector of Wires



TOWN OF WESTPORT
WESTPORT, MASSACHUSETTS 02790

OFFICE OF BOARD OF HEALTH
856 MAIN ROAD

Enclosure 1h

Tel: (508) 636-1015
Fax: (508) 636-1016
health@westport-ma.gov
westport-ma.com

**BOARD OF HEALTH REQUIREMENTS
FOR TRAILER PERMITS ON LOTS WITH TIGHT TANKS**

At the start of every new trailer season for lots with tight tanks, the Westport Board of Health requires:

- Proof of pump-out from a Westport licensed sewage hauler
- A maintenance pumping contract from a Westport licensed sewage hauler.

This is to be submitted to the Selectmen's Office with the application for the trailer permit.