

Workshop Information

Who should attend?

- Planning, zoning, building, and conservation officials
- Citizens interested in land-use and development issues in their communities
- Municipal staff members who serve boards and planning departments
- Professional planners, and others who consult with municipal boards

Cost:

Each workshop is \$30 (unless otherwise noted) and includes valuable handout materials. Payment is due with registration. Town checks may be sent by separate mail and arrive after the deadline.

Time:

Workshops typically last two hours. Please arrive 10 - 15 minutes before the workshops.

Registration Deadline:

Five calendar days before the date of the workshop to guarantee that there will be enough space and handouts for you.

Please assume that you are registered once you have sent in your form or registered on-line. **We DO NOT confirm registration.**

Refund Policy:

Refunds will be honored if made in writing before the workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

Questions:

www.masscptc.org, Dennis Leigh, CPTC Coordinator, at (617) 287-5570 or Elaine Wijnja, DHCD, at (617) 573-1360

Interested in other courses?

Contact CPTC for On Demand Training at coordinator@masscptc.org.

For a fixed fee of \$400, a cost which may be shared by several cohosting communities, we will have a trainer come to your city or town to address a specific learning topic.

**Refer to our website:
www.masscptc.org**

Save the date!

The next CPTC Annual Conference is on
Saturday, March 17, 2018
at Holy Cross College in Worcester.

Contact CPTC if you have suggestions for session topics.

Registration and Payment

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Daytime phone: _____

City/Town served: _____

Board Affiliation: _____

Workshops attending:

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Do you need a receipt? Yes No

Check enclosed? # _____ Check being mailed? Yes No

Please make check payable to CPTC/APA-MA and mail complete registration to:

CPTC C/O Urban Harbors Institute, UMass Boston, 100 Morrissey Boulevard, Boston, MA 02125 or fax to (617) 287-5575.

Online registration is available at www.masscptc.org.
Email registration will not be accepted.

CPTC Core Curriculum

You can get credit for taking many of the CPTC courses offered throughout the year, including the annual conference. Credit applies as follows:

CPTC CERTIFICATE PROGRAM:

CPTC offers a Level One Certificate for completing three (3) courses.

Must Complete:

1. The Roles and Responsibilities of Planning and Zoning Boards, Part 1
2. The Roles and Responsibilities of Planning and Zoning Boards, Part 2

Complete one (1) of the following:

3. Introduction to the Subdivision Control Act
4. Introduction to the Zoning Act
5. How to Write Reasonable and Defensible Decisions

CPTC offers a Level Two Certificate for completing Level One requirements and three (3) of the following courses:

1. Planning with Community Support (applies to planning board members only)
2. Non-conforming Structures, Lots, Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances