

Special Permit Application Package Town of Charlemont

This package contains:

1. Application requirements information sheet
2. The Special Permit application form
3. A flow chart describing the key steps from 'soup to nuts'

Special Permit requirements are established

to provide a detailed review of uses and structures, which may have substantial impact upon traffic, utility systems, and the character of the town among other concerns. The review process is intended to insure a harmonious relationship between any proposed development and its surroundings as well as consistency with the purpose and intent of the Zoning Bylaw. Special Permit reviews are concerned with both the physical characteristics of a plan and the appropriateness of the proposed use.

The Charlemont Planning Board is the Special Permit Granting Authority.

Special Permits are required for the following:

- . New buildings containing three or more dwelling units
- . Conversion of existing buildings into three or more dwelling units
- . Commercial, business, and industrial uses
- . Mobile homes, mobile home parks, and campgrounds
- . Uses involving four or more full-time, or equivalent, employees on the premises or which involve six or more parking spaces
- . Any development involving a total of more than 10,000 square feet of floor area
- . A building or structure over 32 feet in height
- . Off-premise signs providing directions to businesses or activities in abutting towns
- . Accessory or scientific research or development, as provided by MGL Chapter 40A, section 9, paragraph 9.
- . Changes of use e.g. from residential to commercial

Construction other than the above mentioned uses require a **regular Building Permit**, which can be obtained from town hall or the Franklin County Courthouse, Cooperative Building Inspector Program. The Building Commissioner may send an applicant back to the Planning Board for a Special Permit if he decides that the project falls into one of the above categories.

Application Requirements Information Sheet

The following information is required for the application for a Special Permit in the Town of Charlemont:

- **The Application Form**
(2 copies, available from the Planning Board during regular office hours) The application shall state in clear language the reason for the application and give a short description of the project including information such as map and parcel # from the assessors, lot size, ownership proof or approval letter by owner.
- **Plot Plan**
Drawn to scale showing all existing structures, lot dimensions, setbacks from all lot lines, roadways, streams and bodies of water, street names, locations of wells, septic systems, proposed structures, structures on adjacent properties, present and proposed parking, present and proposed signage and lighting where appropriate, proposed days and hours of operation, and any other information pertinent to the application. Where appropriate, accurate to scale drawings of floor plans and elevations.
- **Application fee of \$75.**
- **Certified Abutters list**, available from the Board of Assessors and to be handed to the Planning Board secretary, together with the application.
- **Abutter Notification fee** of \$8/abutter (personal check, bank check or money order)
This fee covers the cost of notifying, by certified mail, the abutters as they appear on the list prepared by the Board of Assessors.
- **Project Review fee** where appropriate as stated by the Planning Board.

The Board highly recommends that the applicant attend one informal pre-application meeting with the Planning Board to discuss the project.

The applicant shall bring the complete application package to the Planning Board secretary for a review of completeness. The applicant will then take it to the town clerk to date stamp the official filing date on the application and then return it to the Planning Board Secretary.

**TOWN OF CHARLEMONT
CHARLEMONT PLANNING BOARD
APPLICATION FOR SPECIAL PERMIT**

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE NUMBER: _____ DATE OF APPLICATION: _____

LOCATION OF PROPERTY: _____

PROPERTY IS IDENTIFIED AT REGISTRY OF DEEDS IN:

BOOK #:

PAGE #:

APPLICANT IS:

(OWNER, TENANT, LICENSEE, PROSPECTIVE PURCHASER, ETC.)

NOTE: If applicant is not owner, include letter of owner's approval with application.

REASON FOR REQUEST:

Date of denial by Building Inspector:

Applicable section of Building/Zoning by-law:

APPLICANT'S SIGNATURE: _____

OWNER'S SIGNATURE, IF DIFFERENT: _____

*****APPLICANT MUST OBTAIN FROM THE ASSESSORS AND SUBMIT WITH THIS APPLICATION, A CERTIFIED LIST OF ALL ABUTTERS WITHIN THREE HUNDRED FEET (300') OF ALL PROPERTY LINES.**

*******ENCLOSE A CHECK FOR \$75.00 PLUS \$8.00 PER ABUTTER*******

SEND COMPLETED FORMS TO:

Carlene Millett
Charlemont Planning Board
157 Main Street
Charlemont, MA 01339

DATE OF RECEIPT BY TOWN CLERK:

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

_____ **Plot plans and floor plans attached.**

_____ **Abutters list attached.**

