

DRAFT
Special Permit Application Package
Town of Charlemont

This package contains:

1. Submittal requirements for Special Permits
2. The Special Permit application form
3. A flow chart describing the key steps from 'soup to nuts'

Purpose:

Special Permits 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.

Uses Requiring a Special Permit:

Special Permits are required for any of the uses listed under Section 32.3 Use Table of the zoning bylaws. All uses not specifically listed in the Use Table shall be permitted only with a Special Permit from the Planning Board.

Construction other than the listed uses requires a **Building Permit**, which can be obtained through the Franklin County Cooperative Inspection Program: http://permiteyes.com/frcog/user_login.asp. 12 Olive Street, Greenfield. The Building Inspector may send an applicant back to the Planning Board for a Special Permit if he/she decides that the project falls into one of the categories.

Application Requirements:

The Special Permit submission shall contain information necessary to enable the Planning Board to conduct an informed review.

- **The Application Form-3 Copies**
Available from the Planning Board Secretary 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 legal property description.
- **List of Special Permit Application Submittal Requirements** attached herein. The Planning Board may waive any of the requirements for special permit submittal if the simplicity or scale of the project warrants such action.
- **Certified Abutters list-3 Copies**
Available from the Board of Assessors and to be handed to the Planning Board secretary, together with the application.
- **Application fee of \$90.**
- **Abutter Notice fee of \$10.** This fee covers the cost of notifying the abutters as they appear on the abutters list.
- **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.

Section 23.9 Special Permit Criteria:

In acting upon Special Permits, the Planning Board shall consider the following criteria:

- a) The degree to which the activity, site plan, and building design are consistent with economic development activities, including tourism, as identified in the Master Plan.
- b) Capability of and cost to the Town to provide municipal services for the proposed use and premises, including police, fire, emergency services, and road maintenance and the ability of existing infrastructure to support the proposed use including but not limited to existing roads and bridges and their condition.
- c) Impact on the Town's school or other educational facilities.
- d) Consequences of sound, light, odor, noise, traffic congestion, or other disturbances for abutting and other properties that may be impacted.
- e) Environmental impact of the proposal, including the degree to which the proposal results in water, air, noise or light pollution; topographic change; removal of mature trees or other botanical assets; removal of cover vegetation; risk of erosion or siltation, increased storm water runoff from the site; or displacement of natural habitats
- f) Impact on existing traffic conditions and vehicular and pedestrian safety on all roads in town, particularly at intersections with the Mohawk Trail.
- g) Degree to which the proposal is compatible with the character of the surrounding area and neighborhood.
- h) Degree to which the proposal preserves scenic views and historic, natural, and cultural resources through site design, landscaping and protection of resources.
- i) Employment, housing, and fiscal consequences to the Town.
- j) Impact on agricultural or forestry operations or the productivity of the land for those uses.
- k) Capability of the Town or other public or private entities to provide water supplies, sewage treatment, and stormwater management.
- l) Other impacts on the Town including support of local products and businesses, protection of open space, provision of recreational opportunities for Town residents, and energy conservation.

Town of Charlemont
Special Permit Application Submittal Requirements

- a) Proof of ownership of property, or written permission from owner;
- b) Abutter's list from Assessor's Office of abutters within 300' of property line;
- c) Description/ drawing of anticipated action;
- d) Signage plan, with design and size and lighting;
- e) Lighting design for grounds, lot and building;
- f) Days and hours of operation requested;
- g) Parking Plan showing present and proposed parking locations;
- h) Screening-including fencing, vegetation, etc. between subject and abutting properties;
- i) Detailed Plot Plan, to scale, of anticipated action, including parking, traffic, setbacks, abutters and all dimensions;
- j) To scale drawings of floor plans and elevations;
- k) Topographical changes;
- l) All existing and proposed structures;
- m) Lot dimensions;
- n) Setbacks from:
 - a. all lot lines
 - b. roadways
 - c. streams
 - d. bodies of water;
- o) Street names;
- p) Locations of wells;
- q) Locations of septic system(s);
- r) Structures on adjacent properties;
- s) Any other information pertinent to the application.

**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 #: _____ MAP #: _____
PAGE #: _____ PARCEL #: _____

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.

SEND COMPLETED FORMS TO:
Carlene Hayden/Charlemont Planning Board
P.O. Box 465
Charlemont, MA 01339

DATE OF RECEIPT BY TOWN CLERK:

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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

_____ **Abutters list attached.**

_____ **Check for \$90.00 Special Permit Fee and \$10.00 abutter notice fee included**

