

# CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

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## Approvals

On July 7, 2005, pursuant to M.G.L. Chapter 40A, Section 9, the Charlemont Planning Board voted to adopt the following Rules and Regulations as the official Charlemont Planning Board Rules and Regulations. They were revised and adopted on:

- March 29, 2012
- and December 17, 2015
- revised and adopted on December 17, 2020 ~~2020~~
- November X, 2022 ~~And revised and adopted on~~
- August 17, 2023

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## Article 1: Adoption and Amendments

- 1.1 These ~~Rules-rules & and Regulations-regulations~~ shall be duly amended and adopted ~~and-amended~~ from time to time by a majority vote of the Planning Board (hereafter "Board") after a public hearing.
- 1.2 They shall be effective upon adoption by the Board and when signed by a majority of the Board and filed with the Town Clerk.

# CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

## Article 2: Powers and Duties of the Planning Board (including, but not limited to the following):

- 2.1 The Board is the zoning approval authority, the Special Permit Granting Authority and the Site Plan Review Authority for the town, having the powers and rights granted to it under local zoning by-laws in accordance with the General Laws of the Commonwealth of Massachusetts and Annual Town Meeting.
  - 2.2 ~~The Board is to p~~Prepare, adopt, amend and implement a Master Plan for the Town.(M.G.L. Chapter 41, Section 81 D).
  - 2.3 ~~The Board is to d~~Draft and submit zoning amendments for consideration by Town Meeting or make recommendations on zoning amendments filed by resident petition to Town Meeting.
  - 2.4 ~~The Board is to amend, a~~Adopt, ~~and~~ administer ~~and amend Subdivision-subdivision Rules-rules & and Regulationsregulations.~~
  - 2.5 ~~The Board is to a~~Approve Special Permits and Site Plans when applicable.
- Note: The procedural rules detailed in this document are presented to provide the Board and other interested parties with clarification on how the Board conducts its business.

## Article 3: Organization: Membership, Terms of Office, Officers, Vacancies

- 3.1 The Board shall consist of five members, each with a five-year term in office, and one Associate Member with a three-year term. These members shall be elected in accordance with the Town bylaws and the Massachusetts General Laws.
- 3.2 Terms of office shall commence immediately upon election and qualification and after being sworn in by the Town Clerk.
- 3.3 The Board shall elect the following officers from its members: Chair (and either Co-Chair or Vice Chair, if desired) and Clerk. The election of new officers shall take place within the first four regular meetings after the Town election each year.
- 3.4 Officers shall be elected for one-year terms, with eligibility for re-election.
- 3.5 The Associate Member may vote on Special Permits and other administrative business in the absence of a Board member, but may not vote on subdivision plans or Site Plan Reviews.
- 3.6 A vacancy in membership on the Board shall be filled by a nominee of the Board with a roll call vote for approval by the Board and by a joint appointment with the Select Board according to Chapter 41 Sect. 81A.

## Article 4: Duties and Responsibilities of Officers

- 4.1 The Chair shall preside over meetings and shall be responsible for the conduct and decorum of the meeting. The Chair shall ensure enforcement of the rules herein and all applicable State statutes. The Chair shall also be responsible for:
  - all monies and securities deposited with the Board.
  - preparation of annual budget and report,
  - ~~maintaining records and~~supervising the Board Secretary.
  - complying with the Open Meeting Law, and,
  - making administrative decisions in between meetings and liaise with the Select Board.
- 4.2 In the absence of the Chair, the Vice-Chair shall assume the responsibilities of the Chair if one has been elected.

# CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

4.3 In the absence of the Chair or Vice-Chair, the Board members can opt to elect a temporary chair from its members for the length of one meeting.

4.43 The Clerk ~~What does the Clerk sign up for?~~ Clerk is responsible for:

- Corresponding with The FRCOG about Planning Board activities requiring FRCOG input
- Preparing and Sharing Planning Board information digitally at Town Meetings
- Helping to create and/or edit official Planning Board Documents for the Public
- Supporting Secretary to the Boards in paperwork management
- Taking Meeting Minutes in secretary's absence

- Developing and/or maintaining a content management system of Planning Board-related content in alignment with the Town Clerk/Select Board system. This is to include systems of:
  - Archiving, versioning, digital preservation and protection of source files
  - Tracking status of topics and decisions for Board members to use.

• Onboarding the secretary and Board members to use systems

4.35 The Board secretary is responsible (under the supervision of the Chair) for:

- Taking Board minutes, for final editing as well as for filing them and submitting them to be posted on the town website.
- Monies and payments deposited with the Board;
- Filing decisions with the Town Clerk;
- ~~Timely~~ timely publishing of all meetings and legal notices;
- mailing notices to abutters and posting legal notices in the newspapers;
- complying with the Open Meeting Law;
- drafting the agenda and sending it to the Chair for review;
- providing and reviewing Special Permit and Site Plan application forms;
- filing decisions with the Town Clerk,
- providing the Chair with current budget information and invoices and
- managing the budget and accounts of the Board;
- ~~will~~ keep track of approved permits and required follow up

## Article 5: Minutes (Required Record of Proceedings)

- 5.1 Minutes of all Board meetings shall be kept in accordance with the provisions of the Massachusetts Open Meeting Law (M.G.L. Chapter 30A, section 20) and the Public Records Law (MGL Chapter 4, §7) which state that : A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.
- 5.2 Minutes of open meetings shall become public record immediately, regardless of form. The request for minutes of an open session, whether in draft or approved form, shall be made available within ten days GL CH 30A. §22
- 5.3 Approval and edits of minutes of previous meetings shall be made in open session by a majority vote of the Board. ~~Draft~~ minutes may be e-mailed to the Board for review before the meeting to expedite revisions at the meeting.

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## CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

- 5.4 Official minutes should be released within a reasonable time—~~\_.~~ Exception: Executive Session minutes remain closed to the public for as long as their publication would defeat the purpose of the session—~~\_.~~ Executive Session minutes must be made public as soon as the reason for secrecy no longer applies.
- 5.5 Any person may make a video or audio recording of an open session after notifying the Chair.

### Article 6—: Meetings (Time, Location, Agenda, Executive Session)

- 6.1 Regular meetings of the Board shall be held in accordance with the provisions of the ~~assachusetts~~Massachusetts Open Meeting Law and the ADA. Notice of the meeting must be posted at least 48 hours in advance not including weekends and holidays, filed with the town clerk and must include all items the Chair can reasonably anticipate to be discussed.
- 6.2 The term “meeting” has two statutory exceptions (see M.G.L. Chapter 30A, Section 18-25).
- a. ~~\_.~~ On-site inspection (site visit) of a property that is the subject of a permit application provided there is no deliberation.
- b. Attendance by a quorum at a conference, training program, social or other event provided that the members do not deliberate.
- 6.3 The Board shall hold regular meetings twice a month on the first and third Thursdays throughout the year, unless by decisions of the Chair meetings are changed or cancelled in accordance with proper posting time requirements.
- 6.4 All meetings of the Board shall be held in the Town Hall unless space is unavailable or insufficient; in which case a particular meeting will be held in another posted location.
- 6.5 Meetings of the Board shall begin ~~at 6:00~~ ~~at 6:00~~ p.m. unless the Board shall by majority vote set a different time for a particular meeting. The secretary of the Board, in consultation with the Chair, shall provide an agenda to each member prior to the meetings electronically. Requests by members of the public to be placed on the agenda must be received no later than the Monday before the next meeting.
- 6.6 Members of the public arriving unannounced at an open meeting to make specific comments (Citizen Comments) or to bring something to the attention of the Board to be addressed at a later meeting will be accommodated in the first fifteen minutes if there is flexibility in the agenda; if the Board has a public hearing scheduled, they have to wait to the end of the session
- 6.7 Submittal of Approval Not Required (ANR) Plans must be made in person at a regular Board meeting.
- 6.8 The Board shall not schedule any matter of business later than ~~9:00~~ ~~9:00~~ p.m. Meetings will adjourn no later than ~~10:00~~ ~~10:00~~ p.m.
- 6.9 Board meetings shall be open to the public unless the Board shall vote to go into executive session following the requirements of M.G.L. Chapter 30A, section 21 and by taking the following steps:
- Provide proper notice of the open meeting at which the executive session will be entered;
  - Convene in an open meeting;
  - State the reason for entering Executive Session (per OML);
  - Vote by simple majority to enter executive session;
  - Record the vote of each member on a roll call vote
  - Announce whether the public hearing or meeting will reconvene after the executive session ends.

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# CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

## Article 7: Conduct of Meetings

- 7.1 The Chair shall enforce such order and decorum as may be necessary for the conduct of the Board's business, guided by a desire to maximize public input on matters before the Board. No individual shall address a meeting of the Board without leave of the Chair and all individuals shall, at the request of the Chair, conduct themselves in a civil manner.
- 7.2.1 The Chair shall establish such rules of parliamentary procedure as are necessary subject to the provision that the Chair may be overruled by a majority vote of the Board.

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## Article 8: Quorums and Voting

- 8.1 A quorum of three members of the Planning Board shall be required to conduct business.
- 8.2 All votes must take place in person at a Board meeting. Remote participation by a Board member is allowed under the procedures spelled out in MGL Chapter 30A section 20 provided that a quorum of the Board, including the Chair, is present.
- 8.3 Board members present may be counted to determine whether a quorum is present even if they abstain from voting. Exception: If the Board member is abstaining due to conflict of interest, he/she cannot be counted as being present for the quorum for that portion of the meeting for which he/she is disqualified by reason of conflict of interest.
- 8.4 A tie vote defeats a motion.
- 8.5 Board votes shall be a simple majority of those present and voting except for Special Permits, which require a "super majority" by statute. A "super majority" of the five member Board is four. This number is required for passage of a motion even if not all five members are present and voting. Votes on Site Plan Review applications require a simple majority of a quorum.

## Article 9: Special Permit Hearings

As the Planning Board is the Special Permit Granting Authority (SPGA) in Charlemont, much of the Board's time is spent in public hearings – 'quasi-judicial' procedures affecting an individual's rights and privileges. A public hearing is not the same as a public meeting. State Law (CH 40A) has detailed procedures and timelines established. The Board has laid those out in the Special Permit application package available from the town website and the town offices; it is part of these Rules and Regulations.

Potential applicants need to know that even the speediest special permit will take 7 weeks or more from start to finish.

- 9.1 Applicants for a Special Permit are encouraged to meet with the Board for an informal meeting before they submit their application to discuss possible submission requirement waivers, timelines, or involvement of other town Boards. An applicant may appear on her/his behalf or be represented by an agent or attorney. The Board will vote on waivers where applicable.
- 9.2 Applicants may, however, submit their application directly to the town clerk without prior involvement of the Board to set off the response requirements for the Board. Incomplete applications will necessarily lead to continued hearings until all information has been submitted in the eyes of the Board.
- 9.3 The secretary to the Boards in coordination with the Chair will set the posting and hearing schedule for the application.
- 9.4 The Chair shall establish such rules of parliamentary procedure as are necessary subject to the provision that the Chair may be overruled by a majority vote of the Board. Such procedures usually establish that the applicant shall be recognized for presentation, followed by questions

## CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

and comments by Board members, questions and comments by abutters, and questions and comments by other members of the public, in that order.

- 9.5 The Board may request additional information in the course of the hearing or expert advice from outside consultants in coordination with the applicant and according to procedures laid out in MGL Ch. 44 S 53G or require bonding or other financial security.
- 9.6 In presentation by abutters and the public, the Board shall allow wide latitudes in allowing persons to speak, reserving the right to limit presentations which are not relevant to the matters being discussed or are repetitive of points previously made.
- 9.7 No more than two public hearings may be scheduled on the agenda of a particular Board meeting unless voted otherwise by a majority of Board members.
- 9.8 A public hearing may be continued to a time, place, and date certain, announced during the hearing and properly posted without repeated individual notification of the abutters
- 9.9 If a full Board member is absent, the Associate Board member may sit on a public hearing and as long as they have attended all sessions of the hearing.
- 9.10 All votes must take place in person at a Board hearing—   Remote participation by a Board member is allowed under the procedures spelled out in MGL Chapter 30A section 20 provided that a quorum of the Board, including the Chair, is present.
- 9.11 Votes on Special Permit applications require a 2/3 vote or a 'super majority', which – with a five member Board – means that a permit has to be approved with at least four votes in favor.
- 9.12 A denied permit application cannot be brought back before the Board within two years from the date of the vote to deny.

### Article 10: Site Plan Review Process

The Planning Board is the Site Plan Review Authority in Charlemont. The Board has laid out the Site Plan Review (SPR) procedure in the SPR application package available from the town website and the town offices; it is part of these Rules and Regulations.

- 10.1 Applicants for a Site Plan Review are encouraged to meet with the Board for an informal meeting before they submit their application to discuss possible submission requirement waivers, timelines, or involvement of other town Boards. An applicant may appear on her/his behalf or be represented by an agent or attorney. The Board will vote on waivers where applicable.
- 10.2 Applicants may, however, submit their application directly to the Board Secretary. The secretary to the Boards in coordination with the Chair will set the posting and hearing schedule for the application.
- 10.3 The Board may request additional information in the course of the hearing or expert advice from outside consultants in coordination with the applicant and according to procedures laid out by State law in MGL Ch. 44 S. 53G or require bonding or other financial security.
- 10.4 A public hearing may be continued to a time, place, and date certain, announced during the hearing and properly posted without repeated individual notification of the abutters
- ~~10.5~~   ???
- ~~10.6~~   All votes must take place in person at a Board hearing—   Remote participation by a Board member is allowed under the procedures spelled out in MGL Chapter 30A section 20(d) provided that a quorum of the Board, including the Chair, is present.

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## Article 11: Standards of Conduct for Planning Board Members

- 11.1 The primary obligations of Board members are to serve the public interest, to conduct themselves so as to maintain public confidence in the Board, to meet the fundamental responsibility of fairness, and to comply with all statutory regulations.
- 11.2 A member of the Board shall conduct himself/ herself in accordance with M.G.L. Chapter 268A (Conflict of Interest). This includes but is not limited to:
- Not accepting anything (regardless of value) if it is offered in exchange for agreeing to perform or not perform an official act;
  - Not accepting any "gift" worth \$50.00 or more from anyone with whom he/she has official dealings;
  - Not taking any action that could create an appearance of conflict unless he/she makes a proper public disclosure;
  - Not disclosing confidential information; and
  - Not taking official action, which will affect the financial interest of a Board member, his/her family, a business, partner,
  - Not missing more than 6 consecutive meetings without cause. If a member misses more than 6 consecutive meetings without cause, the Board may initiate removal of a member.

## Article 12: Site Visits

- 12.1 A "site visit" or on-site inspection is defined as a visit by the Board to a location which is the subject of an application before the Board, or to ascertain compliance with the terms of an existing Special Permit or Site Plan. The site visit can take place prior to or during the public hearing. The visit shall be in the company of the owner, applicant or their agent when it involves visiting areas, which are not customarily available for public inspection. Site visits are not typically open to the public.
- 12.2 Site visits do not require 48 hour posting.
- 12.3 No formal motions shall be made nor votes taken at a site visit.

## Attachments:

1. The Special Permit application package, including required submission forms, fee schedule and a flow chart/ timeline are hereby made part of the Rules and Regulations.
2. The Site Plan Review application package, including required submission forms, fee schedule and a flow chart/ timeline are hereby made part of the Rules and Regulations.

~~These rules were adopted on November 19, 2020 by a unanimous vote of the Charlemont Planning Board.~~

~~All former Rules including those adopted on December 17, 2015 are hereby repealed.~~

Charlemont Planning Board:

- Bob Nelson, Chair
- Lori Shulda-Merrigan, Member
- Jennifer Mooney, Member
- Colleen Champ, Clerk

~~Gisela Walker, Member~~

~~Carlene Hayden, Member~~

~~Daniel Miller, Associate Member~~

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# CHARLEMONT PLANNING BOARD RULES AND REGULATIONS

Filed with the Office of the Town Clerk on  
Kathy Reynolds, Town Clerk

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APPENDIX

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## Special Permit Application Package

This package contains:

- Submittal requirements for Special Permits
- The Special Permit application form
- 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 Board highly recommends that the applicant attend one informal pre-application meeting with the Planning Board to discuss the project. 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](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 and 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.

#### **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:
  - all lot lines
  - roadways
  - streams
  - 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.

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**

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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.

**\*APPLICANT WILL BE RESPONSIBLE FOR PAYMENT OF NEWSPAPER NOTICE.**

SEND COMPLETED FORMS TO:  
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.

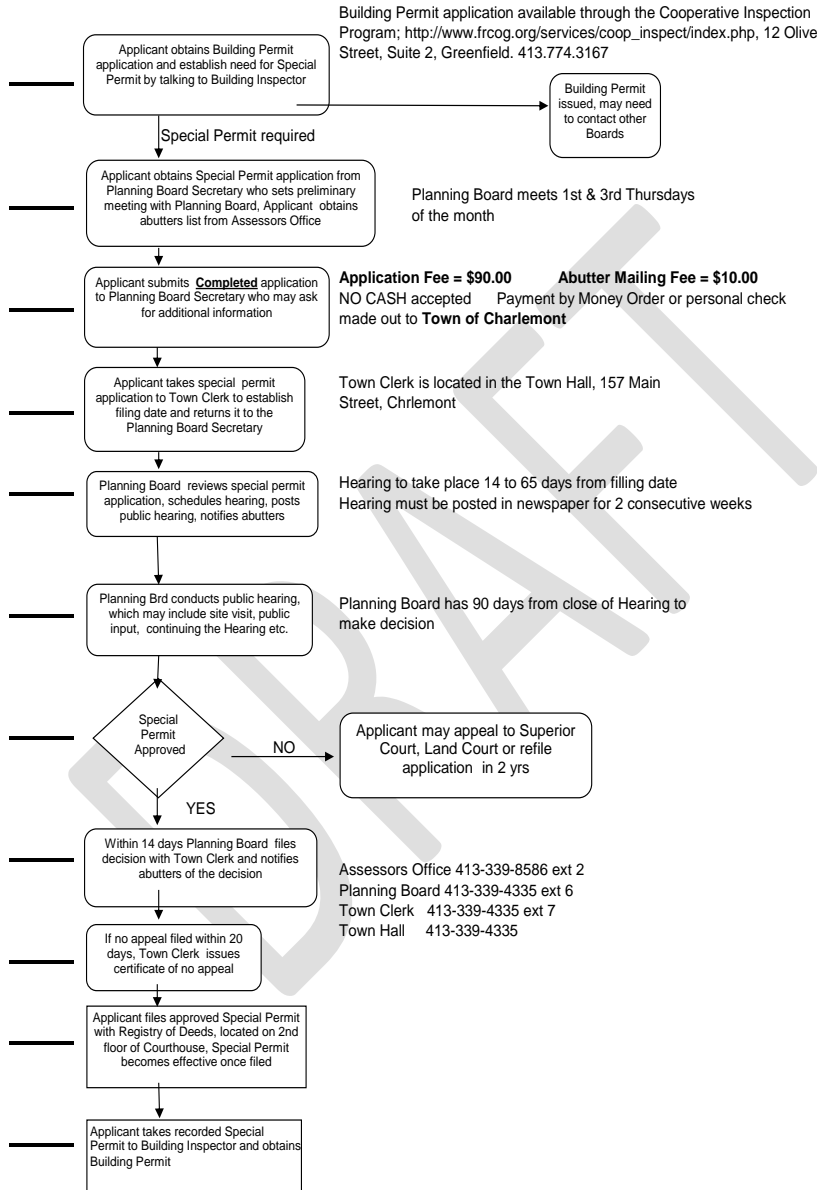
Abutters list attached.

Check for \$90.00 Special Permit fee plus \$10.00 abutter notice fee included.

(See flowchart next page.)

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## Special Permit Flowchart



## Site Plan Review Application Package, Charlemont, MA

This package contains:

- Purpose of Site Plan Review
- Application Requirements
- The Site Plan Review application form
- A flow chart describing the key steps from 'soup to nuts'

### 1. Purpose:

Site Plan review is a recent addition to the Charlemont zoning bylaw and applies almost exclusively to the Village Center District. It reassures applicants that their proposed land use is 'allowed by right', however, it does allow for abutter and Planning Board input through the public hearing process. The intent is to encourage development in the Village while ensuring that a development protects the character of the Village, its scenic qualities and the environment; that it is designed in a manner that complies with these Land Use performance Standards (zoning bylaws) and is consistent with the goals of the Master Plan. The Charlemont Planning Board is the Site Plan Review Authority.

### 2. Application Procedures and Requirements:

Section 28.7 of the zoning bylaws cites a list of information required under a site plan review application. However, the Planning Board encourages applicants to come to a pre-application meeting where certain requirements can be waived by vote of the Board "if the simplicity or scale of the application warrants such action". Section 28.7: Required Contents of a Site Plan is attached to this package. Approval of a site plan requires a simple majority of Board members present at the public hearing.

A site plan review does not eliminate the need for a Building Permit which can be obtained through the Franklin County Cooperative Inspection Program, 12 Olive Street, Greenfield: [http://permiteyes.com/frcog/user\\_login.asp](http://permiteyes.com/frcog/user_login.asp). If you started with a building permit application, the Building Inspector may send you back to the Planning Board if they determine that the project requires site plan review.

The following information is required for the application for a site plan review in the Town of Charlemont (all materials in 3 copies):

#### • The Application Form

Available from the Planning Board Secretary during regular office hours. The application shall give a short description of the project including information such as map and parcel # from the assessors, lot size, ownership proof or letter of approval by owner.

#### • Responses to the items requested under Section 28.7

Unless waived by the Board at a previous meeting.

#### • Certified Abutters list

Available from the Board of Assessors and to be handed to the Planning Board secretary, together with the application.

#### • Application fee of \$90 and Abutter Mailing Fee of \$10.

#### • Project Review fee where appropriate as stated by the Planning Board.

- Note: Applicant will be responsible for payment of newspaper notice.

#### Site Plan Review Application Requirements:

28.7 Required Contents of a Site Plan. The Site Plan submission shall contain information necessary to enable the Planning Board to conduct an informed review. **The Planning Board may waive any of the requirements for site plan submittal and approval if the simplicity or scale of the project warrants such action.** All site plans shall be prepared by a registered architect, land surveyor, landscape architect or professional engineer and shall be on standard sheets of 24 inches by 36 inches and prepared at a scale of 1"=40 feet or finer. The site plan shall contain the following:

- A. Name of project, boundaries, locus map(s), date, north arrow and scale of plan;
- B. Name(s) and address(es) of the owner(s) of the land, the developer (if applicable), and/or their designee;
- C. Name, title, and address of person(s) who prepared the plan;
- D. Names and addresses of owners of abutting lots and those within 300 ft of property line;
- E. All existing and proposed lot lines, easements and rights of way;
- F. Location and use of buildings and structures within 300 feet of the site;
- G. Location and use of all existing and proposed buildings and structures on the site, including approximate height and floor area, with proposed building elevations as renderings;
- H. Location of wetlands, streams, drainage swales, areas subject to flooding and unique natural features on site and within 300 feet of the property line;
- I. The location and a description of all proposed storm drainage systems, utilities, snow disposal areas, and refuse- and other waste-disposal methods;
- J. Water provision, including fire protection measures;
- K. Location of proposed sewer hook-up and evidence of sufficient capacity to serve the proposed use, or alternative septic plan;
- L. Existing and proposed topography at a two-foot contour interval for the proposed grading and landscape plan;
- M. Location of proposed public and private ways on the site;
- N. Location and size of proposed parking and loading areas, driveways, walkways, access and egress points;
- O. Size and location of existing and proposed sign(s);
- P. Existing and proposed exterior lighting, utilizing full-cutoff down lighting fixtures, where feasible, to minimize lighting intrusion onto abutting properties;
- Q. Surface drainage strategy that prevents increased drainage off-site or pollution; the Board will prefer measures that allow the roof run-off to permeate into the ground with pervious pavement;
- R. Existing vegetation that will be left undisturbed and proposed landscape features, including the location and a description of screening, fencing and plantings;



S. Design features which will integrate the proposed development into the existing landscape, maintain neighborhood character, and screen objectionable features from neighbors and roadways;

T. A complete list of chemicals, pesticides, fuels and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use; provisions to protect against the discharge of hazardous materials or wastes to the environment, including spill containment and cleanup procedures; and provisions for indoor, secured storage of hazardous materials and wastes;

U. Estimated average daily and peak-hour vehicle trips to be generated by the site and traffic flow patterns for both vehicles and pedestrians, showing adequate access to and from the site and adequate circulation within the site.

V. Adequate access to each structure for fire, service and other emergency equipment.

The applicant shall bring the complete application package to the Planning Board secretary for a review of completeness and to schedule the public hearing date. 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.

DRAFT

**Town of Charlemont, Charlemont Planning Board, Application for Site Review**

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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.

**\*APPLICANT WILL BE RESPONSIBLE FOR PAYMENT OF NEWSPAPER NOTICE.**

SEND COMPLETED FORMS TO:  
CHARLEMONT PLANNING BOARD, P.O. BOX 465, CHARLEMONT, MA 01339

DATE OF RECEIPT BY TOWN CLERK: \_\_\_\_\_

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

Required contents of a site plan (unless specifically waived by Planning Board).

Abutters list attached.

Check for \$90.00 Site Plan Review fee and \$10.00 abutter's mailing fee included.

*(See flowchart next page.)*

DRAFT

## Site Plan Review Flow Chart

Building Permit application available at Cooperative Building Inspection Program: 413.774.3167 located on 12 Olive Street, Suite 2, Greenfield.

[http://permiteyes.com/frcog/user\\_login.asp](http://permiteyes.com/frcog/user_login.asp)

