

# **Town of Charlemont Special Permit Application Package**

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 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:
  - 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.

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:  
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 plus \$10.00 abutter notice fee included.

