

SPECIAL PERMIT –FILING INSTRUCTIONS  
RULES AND REGULATIONS

Application Form-**FORM SP**-Every application submitted to the Special Permit Granting Authority (SPGA) shall be made on the official application form. Petitioners can obtain the forms at the office of the Planning Board or Town Clerk. Any other communication purporting to be application shall be treated as merely advisory, and no notice shall be deemed to have been given until such time as a request is made on the official application form and the application is filed with the Town Clerk. Prior to filing the application with the Town Clerk, the applicant must obtain a “Certified List of Abutters” from the Assessors’ office, signed by the Assessor. It is the responsibility of the applicant to furnish all supporting documentation with the application.

Plans to Accompany Application – Special Permit applications shall include an original plan(s) and five (5) copies. Such application and plan(s) must address (as appropriate) the Criteria-Section 6.27 and the Conditions, Safeguards, Limitations-Section 6.28 of the Granby Zoning By-Law. Plans shall have at least a Locus Plan at a scale of 1”-400’ and all site plans at a sufficient scale to show, at a minimum, the required plan content as set forth under Section 6.33 of the Zoning By-Law.

The SPGA may require that additional information be shown on site plan submitted with an application for a permit.

Filing- The petitioner shall file the application with the SPGA and Town Clerk and the date of receipt, as indicated by the Town Clerk, shall be considered the date on which the application has been filed. The petitioner shall deliver a certified copy of the application, the certified list of abutters, an original and five (5) sets of plan(s) to the SPGA. **NO APPLICATION IS CONSIDERED COMPLETE UNLESS IT IS ACCOMPANIED BY A CERTIFIED LIST OF ABUTTERS AND THE REQUIRED SETS OF PLAN (S).**

Fees- All applications filed with the SPGA shall be accompanied by cash or check, payable to the Town of Granby in the appropriate amount as determined by the SPGA.