



# TOWN OF GRANBY

PLANNING BOARD

Senior Center, 2<sup>nd</sup> Fl

10-B West State Street

Granby, MA 01033

413-467-7177 Fax 413-467-2080

## GUIDELINE TO FILE FOR SITE PLAN REVIEW "SPR"

(Pursuant to Section 6.3 Town of Granby Zoning Bylaws)

### Submission must have:

1. Two (2) "FORM SPR" Applications completed. (NOTE: If SPR also requires a Special Permit two (2) "FORM SP" Applications must also be completed)
2. Eight (8) copies of the Site Plan.

Plan must be prepared by a registered architect, landscape architect, or professional engineer with Official Seal (unless this requirement is waived by the Board).

Applicant must comply with Zoning Bylaw Section 6.33 Required Site Plan Content

3. A certified list of abutters prepared by assessor's office. (Prepared within three (3) months of the "effective date of submission")
4. Filing Fee - \$200.00 & \$0.10/sq. ft. of Structures.  
(Amendment to SPA \$100.00 & \$0.10 sq. ft. of Structures.  
Notice to Abutters Fee \$50 & Postage (Certified & Return Receipt)  
Public Hearing Advertisement - Actual cost billed directly to applicant

**\*\*\*One electronic copy on a Universal Serial Bus (USB)" with all documents that are handed in with regards to the application.**

If submission is complete, notify applicant of time and place of next Planning Board meeting and instruct applicant to file plan and other documents with the Board at that time. If the Planning Board determines that the Plan submittal package is complete it will acknowledge "receipt" of the Plan. The Applicant must then file "FORM SPR" and "FORM SP", if applicable, with the Town Clerk and a "FORM SPR" and "FORM SP", if applicable, along with the fees, plans and documents must be delivered to Town Hall, Room 1 which constitutes the "effective date of submission" and at which time the review process will begin.

**THIS GUIDELINE TO BE GIVEN TO APPLICANT**

**DATE OF MEETING:** \_\_\_\_\_