

TOWN OF GRANBY

FORM SP/SPA **SPECIAL PERMIT /SITE PLAN APPROVAL- FILING INSTRUCTIONS** **RULES AND REGULATIONS**

Application Form - **FORM SP / SPA:** Every application submitted to the Special Permit / Site Plan Approval Granting Authority (SPGA) shall be made on the official application form. Petitioners can obtain the forms at the office of the Planning Board. Any other communications purporting to be application shall be treated as merely advice, and no notice of the required public hearing shall be deemed to have been given until such time as a request is made on the official application form and the application, satisfactorily meeting the application requirements the applicant must obtain a "Certified List of Abutters" from the Assessors' Office, signed by the Assessor. Prior to filing the application with the Planning Board, it is the responsibility of the applicant to furnish all supporting documentation with the application. When all the documentation is completed and handed into the Planning Board office, it will be then filed with the Town Clerk by the Planning Board.

Plans to Accompany Application:

Special Permit: Applications shall include an original plan(s) and five (5) copies. Such application and plan(s), as appropriate, must address the Criteria - Section 6.27, and the Conditions, Safeguards, Limitations - Section 6.28 of the Granby Zoning Bylaws. Plans shall include a Locus Plan at a scale of 1" =400' showing project location in relation to two (2) or more existing streets, 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 Bylaw.

Site Plan Approval: Applications shall include an original plan (s) and seven (7) copies of the site plan. Such application and plan (s) must address (as appropriate) the Required Site Plan Contents - Section 6.33 of the Granby Zoning Bylaws including a locus plan (see above).

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

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

Filing: When the application is deemed complete the petitioner shall file the application with both 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, a certified list of abutters, an original and five (5) sets of plan(s) for Special Permit applications, and an original and seven (7) sets of plan(s) for Site Plan Approval to the appropriate 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.**



PLANNING BOARD
Senior Center, 2nd Floor
10-B Wes State Street
Granby, MA 01033
413-467-7177 Fax 413-467-2080

FORM "SP / SPA"

Please print of type

Check (X)

- **SPECIAL PERMIT** _____
- **SITE PLAN APPROVAL** _____

Planning Board / Zoning Board of Appeals

TO THE PLANNING BOARD / ZONING BOARD OF APPEALS:

The undersigned hereby petitions the Planning Board and/or Zoning Board of Appeals for a SPECIAL PERMIT under Section 6.2 and / or Site Plan Approval under Section 6.3 of the Zoning Bylaws FOR THE PURPOSE OF _____

LOCATION OF PROPERTY _____ ZONING _____

PROPERTY OWNER:

ADDRESS: CONTACT

NAME: CONTACT

PHONE:

NAME OF APPLICANT:

(IF DIFFERENT FROM OWNER)

ADDRESS:

PHONE:

NAME OF ENGINEER/
SURVEYOR

(IF APPLICABLE)

ADDRESS:

PHONE:

Existing use of the Land or Structure(s): _____

