

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 or Town Clerk. Any other communications purporting to be application shall be treated as merely advisory, 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, 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), 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.

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.