



# TOWN OF GRANBY

PLANNING BOARD  
Senior Center Building, 2<sup>nd</sup> Floor  
10-B West State Street  
Granby, MA 01033  
413-467-7177 Fax 413-467-2080

## GUIDELINE TO FILE FOR SPECIAL PERMIT “SP”

(Pursuant to Section 6.3 Town of Granby Zoning Bylaws)

### Submission must have:

1. Two (2) “FORM SP” Applications must also be completed
2. One 1 Original Plan and Five (5) copies of plan

*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.*

3. Plot Plan
4. A certified list of abutters prepared by assessor’s office.  
*(Prepared within three (3) months of the “effective date of submission”)*
5.
  - a. Filing Fee - \$125.00 (BOA)
  - b. + - \$200.00 & \$0.10/sq. ft. of Structures (PB)
  - c. Filing Fee - \$400.00 & \$0.10/sq. ft. of Structures (With SPR--PB)*\*(Notice to Abutters Fee \$50 & Postage (Certified & Return Receipt)  
Public Hearing Advertisement – (Actual cost billed directly to applicant)  
when filing with the Planning Board only).*

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 Planning Board Clerk and a “FORM SPR” and “FORM SP”, if applicable, along with the fees, plans and documents must be delivered to Select Board Office, 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: