



# TOWN OF WILBRAHAM

## Planning & Community Development

240 Springfield Street

Wilbraham, Massachusetts 01095

Phone: 413-596-2800, Ext. 203

Fax: 413-596-9256

### **INSTRUCTIONS FOR SPECIAL PERMIT APPLICATION**

1. Application shall be made on the form provided by the Planning Board in accordance with [Section 13.6.3](#) of the Wilbraham Zoning By-Law.
2. Every application, when filed, shall be accompanied by twelve (12) copies of a site plan, certified by a registered engineer or a land surveyor in accordance with [Section 13.3](#) of the Wilbraham Zoning By-Law.
3. Application shall be accompanied by an original signature of the applicant. If the applicant is not the owner of the property, the owner must also consent to the application.
4. With respect to special permits for accessory in-law apartments in an owner-occupied, single-family dwelling, a notarized letter of application must be submitted by the owner(s) stating that the owner(s) will be occupying one of the units and that the other unit will be occupied only by family members and shall state the name and family relationship to all occupants living on the premises in accordance with [Section 4.10](#) of the Wilbraham Zoning By-Law.
5. Application must be accompanied by a fee of **\$100.00** payable to the Town of Wilbraham. **Separate charges for advertising costs are the responsibility of the applicant and must be paid prior to the public hearing.**
6. **Applications must include a certified list of abutters within 300 feet of the property to which the application is pertaining. The request for this list must be made directly to the Assessor's Office by the Applicant for an additional fee.**

File No. \_\_\_\_\_

TOWN OF WILBRAHAM  
WILBRAHAM PLANNING BOARD  
APPLICATION FOR SPECIAL PERMIT

Date:

Name of Applicant:

Address:

Telephone Number:

Location of Property:

Applicant is \_\_\_\_\_ (owner, tenant, licensee, prospective purchaser)

Nature of Special Permit (be specific):

Applicable section of the Wilbraham Zoning By-Law:

I hereby request a public hearing before the Wilbraham Planning Board acting as the Special Permit Granting Authority with reference to the above noted application. I herewith submit the application fee of **\$100.00**. I understand that there will be separate charges for advertising costs and recording fees which I agree to pay when billed.

Signed \_\_\_\_\_

Title \_\_\_\_\_