

OFFICE OF PLANNING & COMMUNITY DEVELOPMENT

TOWN OF WILBRAHAM

240 Springfield Street, Wilbraham, Massachusetts 01095
413-596-2800 x203

Instructions for Planning Board Special Permit Application

*Please discuss your project with Planning Department staff prior to submittal to determine applicable requirements.
Applicants shall submit the following:*

1. Application Form (8 copies)

Application forms are available in the Planning Office and on the Planning Board's page on the Town website at Wilbraham-ma.gov. Attach additional pages as needed to adequately describe your project.

[If the applicant is not the owner of the property, the owner must also consent to the application in writing.]

2. Certified Abutters List (1 copy)

Applications must include a certified list of abutters within 300 feet of the subject property, along with 2 sets of mailing labels (provided by the Assessor's Office). **The request for this list must be made directly to the Assessor's Office by the Applicant for an additional fee.**

3. Site Plans (8 copies*)

Site Plans certified by a registered engineer or a land surveyor in accordance with Section 13.3 of the Wilbraham Zoning By-Law.

** Where large plans are used (such as 24" x 36"), please submit only 2 large copies, with the remainder submitted at 11" x 17" or 12" x 18"*

4. Accessory Apartments (1 copy)

Notarized letter 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. Fees

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. Digital/Electronic Submittal

All application materials (application form, plan, any other documents except the abutters list), **must be submitted electronically in .pdf format via email prior to paper submittal**, or on a USB drive submitted simultaneously with paper copies.

[All files should have logical file names that identify file contents (e.g. Mike's Sporting Goods Application Form 5-2023, Mike's Sporting Goods Site Plan 5-2023, etc.). If separate plan sheets are submitted as separate files, file names must be numbered so that electronic plans are in the same order as paper copies.]

Note: Where Drainage Report, Traffic Reports, or similar are required, only 2 copies are required.

WILBRAHAM PLANNING BOARD
APPLICATION FOR SPECIAL PERMIT

Date: _____

Applicant:

Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Applicant is (*check one*): owner tenant licensee prospective purchaser

Property Owner:

Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Property Information

Location of Property (Address): _____

Assessors Parcel ID#: _____

Deed Reference (Book/Page) _____

Zoning District: _____

Nature of Special Permit (be specific):

Include a detailed description of the proposed use(s) and structure(s), including the following information as applicable: nature of the proposed use, size of proposed structures, proposed hours of operation, # of employees, # of parking spaces, and other relevant information to clearly describe the proposed project.

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 required application fee of \$100.00. I understand that there will be separate charges for advertising costs which I agree to pay when billed.

Signed _____

Printed Name: _____

Title _____