



**TOWN OF SPENCER**  
*Office of Development & Inspectional Services*

*Planning Board  
 Zoning Board of Appeals  
 Conservation Commission  
 Board of Health*

*Town Planner  
 Inspector of Buildings  
 Health Agent  
 Wetland/Soil Specialist*

*Memorial Town Hall  
 157 Main Street  
 Spencer, MA 01562*

*Tel: 508-885-7500 ext. 180  
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## PLANNING BOARD Fee Schedule

<b>ANR</b>	\$150 for the first three lots, \$50 for each additional lot
<b>Preliminary Plan</b>	\$565 plus \$115 per lot
<b>Definitive Plan</b>	\$1,000 plus \$115 per lot
<b>Definitive Subdivision Plan w/o Preliminary Plan</b>	\$2,500 plus \$115 per lot
<b>All other Planning Board Special Permits</b>	\$540*
<b>Extension/Renewal of existing Special Permit (no changes or minor modifications)</b>	\$150 plus postage and advertising
<b>Amending an existing Special Permit (minor modifications)</b>	\$150 plus postage and advertising

\*The Planning Board is the Special Permit Granting Authority for uses listed in Section 7.2.1.A. of the Zoning Bylaw. All other Special Permits are issued by the Zoning Board of Appeals

**Site Plan Review:**

<b>Type of Application</b>	<b>Set Fee</b>	<b>Additional Fee</b>
<b>Minor Site Plan</b>	\$100	<b>\$0</b>
<b>Major Site Plan, up to 100,000 square feet of land disturbance (2.3 acres)</b>	\$500	\$0
<b>Major Site Plan, over 100,000 square feet of land disturbance (2.3 acres) - Retail Business and Consumer Services</b>	\$500	\$10 per parking space
<b>Major Site Plan, over 100,000 square feet of land disturbance (2.3 acres) – any other use category</b>	\$500	\$3.50 per 1,000 square feet of land disturbance
<b>Site Plan Review required for construction or expansion of parking lot only</b>	\$100	\$0
<b>Amending Existing Site Plan within two years of approval date (minor modification)</b>	\$150	Plus postage and advertising
<b>Any other Public Hearing Request</b>	\$50	Plus postage and advertising

**Stormwater Permit:**

For Stormwater Permits for projects requiring other Planning Board permits, the fees applicable to those permits shall apply. For other Stormwater Permits, fees are as follows (section numbers refer to Stormwater Regulations):

- 1) The Conservation Commission may establish fees for Stormwater Permits under its jurisdiction.
- 2) Single-family homes, 2 family homes, and driveways not otherwise requiring Conservation Commission or Planning Board review (Section 5.B.1): **\$150** (Submitted to Department of Utilities & Facilities)
- 3) Other minor projects not otherwise requiring Conservation Commission or Planning Board review (Section 5.B.2): **\$100**

**Notes:**

1. The cost of any third party engineering review (i.e. peer review) shall be paid by the applicant; a deposit of \$2,000 shall be submitted with any application for major site plans. Said funds will be held in a special account through the ODIS. For projects where these costs are higher than \$2,000, the applicant shall replenish the account upon notice by the ODIS. All funds remaining in the account at the completion of the project shall be returned to the applicant.
2. Any resubmission of a site plan requires the full fee to be paid, except for applications for developments with greater than 100,000 square feet of land disturbance, where the fee shall be set by the Director of ODIS to reflect a realistic amount based on the review and inspection work expected and the amount of fees previously paid.