



**TOWN OF SPENCER**  
*Office of Development & Inspectional Services*  
Memorial Town Hall, 157 Main Street, Spencer, MA 01562  
Tel: (508)885-7500 x180  
[conservation@spencerma.gov](mailto:conservation@spencerma.gov)

## **PLANNING BOARD FEE SCHEDULE**

(Effective 1/30/24)

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ANR's	\$150 for the first three lots, \$50 for each additional lot
Preliminary Plan	\$565 plus \$115 per lot
Definitive Plan	\$1,000 plus \$115 per lot
Definitive Subdivision Plan w/o Preliminary Plan	\$2,500 plus \$115 per lot
Special Permit: Common Driveway	\$150
Special Permit: Large Scale Solar (above 20kW)	Residential \$540  Commercial \$540 plus \$0.25 per additional kW
All other Planning Board Special Permits	\$300 <sup>1</sup>
Extension/Renewal of existing Special Permit (no changes or minor modifications)	\$150
Comprehensive Permit	\$1200
Decommissioning Bond Review	\$300
Amending an existing Special Permit (minor modifications)	\$150
Waiver Request	\$25/waiver, Max \$500
Any other public hearing request	\$150
Stormwater Permit (Section 5.B.1) (Single-family homes, 2 family homes, and driveways)	\$150
Stormwater Permit (all other projects)	\$250

**ONCE A PERMIT IS PROCESSED FEES ARE NON-REFUNDABLE**

**SEE PAGE 2 FOR SITE PLAN FEES**

**PLANNING BOARD  
FEE SCHEDULE (CONT.)**

<b>Type of Application/ Site Plan Review:</b>	<b>Set Fee</b>	<b>Additional Fee</b>
Minor Site Plan	\$100	\$0
Major Site Plan, <i>up to 100,000 square feet of land disturbance (2.3 acres)</i>	\$500	\$0
Major Site Plan, <i>over 100,000 square feet of land disturbance (2.3 acres) - Retail Business and Consumer Services</i>	\$500	\$10 per parking space
Major Site Plan, <i>over 100,000 square feet of land disturbance (2.3 acres) – any other use category</i>	\$500	\$3.50 per 1,000 square feet of land disturbance
Major Site Plan, <i>Large-scale solar</i>	\$1,000	\$5 per 1,000 square feet of land disturbance
Site Plan Review required for construction or expansion of parking lot only	\$100	\$0
Amending Existing Site Plan within two years of approval date (minor modification)	\$150	\$0

**Notes:**

- <sup>1</sup> This fee will be collected for each structure requiring a permit under section 4.2.A. of the Spencer Zoning Bylaw.
- All checks should be made payable to the Town of Spencer.
- The applicant is responsible for all abutter notifications, for application times where they may be required.
- The cost of any **third-party engineering review** (i.e. peer review) shall be paid by the applicant; a deposit of \$5,000 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 \$5,000, 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.
- 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.