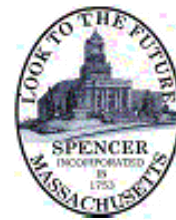


TOWN OF SPENCER

Office of Development & Inspectional Services



Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health

Application for Special Permit or Appeal

Memorial Town Hall
157 Main Street
Spencer, MA 01562

Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist

Tel: 508-885-7500 ext. 180
Fax: 508-885-7519

Name of Applicant: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____ Other Phone: _____

Email Address: _____

Name of Owner (s): _____ Address: _____

TAX COLLECTOR SIGNATURE (confirms taxes, liens, etc have been paid): _____ DATE _____

Application for: Special Permit Appeal of Decision by: _____

Applicable Zoning Bylaw Section: _____

(See Zoning Bylaw for appropriate section numbers and section 7.2 Special Permits)

Are you filing under the 1985 Zoning Bylaw? Yes No If yes, attach an explanation of why and by what zoning freeze mechanism.

Location of Property: _____ Zoning District: _____

Spencer Assessor's Tax Map Number: _____ Parcel Number(s): _____

Deed Reference – Worcester Registry of Deeds Book: _____ Page: _____

Brief description of the application

Check here if additional pages attached to provide more detailed information.

Applicant's signature: _____

Owner's signature (s): _____

Note: All affected owners must sign the application

Date: _____

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ _____ Date Paid: _____ Check #: _____

Zoning Board of Appeals Planning Board

Date(s) of Public Hearing (s): _____

Checked by:

Date:

REQUIREMENTS TO APPLY FOR A SPECIAL PERMIT

1. **If denied by the Building inspector; reason and/or denial form with signature by the Building Inspector.**
2. **Complete form of petition to the Board of Appeals (must be signed by the Building Inspector).**
3. **Copy of legal description of property (narrative from Registry of Deeds). Description must include accurate and current owner's deed book and page reference – not Plan Book.**
4. **Brief (short narrative of what will be done). Must show accurate measurements of all lot lines of proposed project.**
5. **Abutter notification sent Certified Mail. Abutters list can be obtained from the Assessor.**
6. **Copy of registered plot plan which is stamped and certified by a civil engineer, if necessary.**
7. **Letters of support from applicable town departments, if necessary.**
8. **Parking plan, if necessary.**
9. **Zoning district must be entered on the petition.**
10. **For Special Permits, Tax Collector Sign off for taxes, liens, etc are paid**

Submit six (7) copies, plus the originals, the applicable fee, and abutters list.

A copy of the Zoning By-laws is on our webpage www.spencerma.gov or may be obtained from the Town Clerk for a fee.

If all information is not available for the hearing, an additional \$25.00 fee may be required for a continuance.

Additional fees may be determined by the Planning Board if a professional finding is deemed necessary (i.e. third party review, etc.)

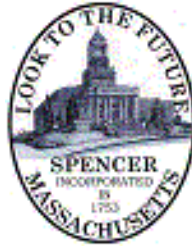
*** PLEASE SUBMIT A COPY OF THE APPLICATION WITH SUPPORTING DOCUMENTS TO: mgervais@spencerma.gov**

Town of Spencer, Massachusetts

Office of Development & Inspectional Services

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

*Town Planner
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Spencer, MA 01562*

*Tel: 508-885-7500 ext. 180
Fax: 508-885-7519*

Planning Board Abutter Notifications Procedure

Notification of abutters will be the responsibility of the applicant and falls under Massachusetts General Laws Chapter 40A, Section 11, using Certified Mail. In order, to receive abutters list you must contact the Town of Spencer's Assessors Department at 508-885-7500 ext. 165, the abutters list is a range of 300 feet from the map and parcel number, plus mailings to surrounding towns, and the Town of Spencer. **The receipt of the Certified mailing must be saved and submitted to the Office of Inspectional Services as proof of notification.**

Surrounding Town Hall addresses:

Town Hall Planning Board 37 Main Street Charlton, MA 01507	Town Hall Planning Board 122 Connie Mack Drive East Brookfield, MA 01515	Town Hall Planning Board 3 Washburn Square Leicester, MA 01524
Town Hall Planning Board 20 Memorial Drive New Braintree, MA 01531	Town Hall Planning Board 215 North Main Street North Brookfield, MA 01535	Town Hall Planning Board 2 Coldbrook Road Unit 1 Oakham, MA 01068
Town Hall Planning Board 697 Pleasant Street Paxton, MA 01612	Town Hall Planning Board 157 Main Street Spencer, MA 01562	

It is extremely important that notices are not sent until the application is submitted to the Planning Board so a meeting date and time can be added to the notice.

Should you have any questions or concerns please contact our office at 508-885-7500 ext. 180.

***** SEE NEXT PAGE FOR ABUTTER NOTIFICATION TEMPLATE*****

NOTIFICATION TO ABUTTERS

**A Special Permit application has been filed with the
Town of Spencer Planning Board**

Applicant: _____

Owner: _____

Location of Property:

Street Address: _____ **Spencer, Massachusetts, 01562.**

Assessors Map Number: _____ **Parcel Number:** _____ **Zoning District:** _____

The work proposed is: (General Project Description)

Applicable Zoning Bylaw Section: _____

Copies of the application materials may be examined at the Spencer Office of Inspectional Services, Memorial Town Hall, 157 Main Street, Spencer, Massachusetts on Monday through Wednesday 7:30AM and on Thursdays from 7:30-12PM, closed on holidays.

Copies of the Application materials may be examined at the town website at the following address:
<https://www.spencerma.gov/planning-board> under "News + Announcements". Agendas for meeting posted 48 hours before the meeting on the Planning Board Website.

Or by calling (Name of person/organization/business) _____

(Phone number) _____ **between the hours of** _____ **and** _____

A PUBLIC HEARING on this application will be held at a meeting of Spencer Planning Board at the McCourt Social Hall of Memorial Town Hall, 157 Main Street, Spencer, MA,

DATE OF MEETING: _____ **TIME** _____

Notice of the Hearing, including its date, time and place will be published at least eighteen (18) business days in advance of the Hearing in the Spencer New Leader AND posted in Spencer Town Hall not less than 11 days in advance.