



TOWN OF WEST SPRINGFIELD

BOARD OF APPEALS

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Douglas P. Mattoon
Director of Planning and Development

APPLICATION FOR SPECIAL PERMIT

Application is hereby made for a **SPECIAL PERMIT** as under Section _____ of the
Zoning Ordinance that provides for: _____

DATE _____

LOCATION OF PROJECT _____

RECORD OWNER _____

ADDRESS _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINT NAME OF SIGNEE _____

APPLICANT _____

ADDRESS _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINT NAME OF SIGNEE _____

ENGINEER/ARCHITECT _____

ADDRESS _____

TELEPHONE _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINT NAME OF SIGNEE _____

ZONING DESIGNATION OF PROPERTY _____

PROPERTY IS RECORDED IN BOOK _____ PAGE _____

DESCRIPTION OF PROJECT _____

PLEASE PROVIDE THE LEGAL BASIS UPON WHICH THE SPECIAL PERMIT SHOULD BE GRANTED: (detail how this application will meet the requirements as set forth in the Zoning Ordinance):

HAS THERE BEEN A PREVIOUS VARIANCE OR SPECIAL PERMIT REQUESTED FOR THIS PROPERTY (confirm with the record's of the Town Clerk)? _____ (if yes, attach copy(ies) of previous application(s) and decision(s))

THE FOLLOWING INFORMATION MUST BE SUBMITTED TO THE PLANNING DEPARTMENT TO CONSIDER THE APPLICATION COMPLETE:

- _____ 1 ORIGINAL AND 7 COPIES OF THE COMPLETED APPLICATION FORM
- _____ 8 COPIES OF THE PROPOSED PLANS
- _____ 1 COPY OF PLANS ELECTRONICALLY SENT TO
LSILVER@TOWNOFWESTSPRINGFIELD.ORG
- _____ 4 COPIES OF ALL SUPPORTING DOCUMENTATION, STUDIES & REPORTS
- _____ 1 COPY OF A CERTIFIED LIST OF ABUTTERS OBTAINED FROM THE ASSESSOR'S OFFICE
- _____ A CHECK FOR \$70.00 MADE PAYABLE TO: **THE WEST SPRINGFIELD RECORD**
- _____ A CHECK FOR \$125.00 MADE PAYABLE TO: **"TOWN OF WEST SPRINGFIELD"** AS INDICATED IN THE BOARD OF APPEALS' FEE SCHEDULE

THE APPLICANT SHOULD BE FAMILIAR WITH THE FILING REQUIREMENTS OF THE BOARD OF APPEALS AND SHOULD ENSURE THAT THE APPLICATION COMPLIES WITH SAID REQUIREMENTS. FAILURE TO COMPLY WITH THE REQUIREMENTS MAY RESULT IN A DENIAL OF THE APPLICATION.

THE FILING OF THIS APPLICATION WITH THE TOWN OF WEST SPRINGFIELD AUTHORIZES EMPLOYEES, AGENTS AND REPRESENTATIVES OF THE TOWN TO ENTER AND INSPECT THE SUBJECT PREMISES, INCLUDING LAND AND STRUCTURES, TO EVALUATE EXISTING AND PROPOSED CONDITIONS AS THEY RELATE TO THE SUBMITTED APPLICATION.