



PLANNING BOARD/
SPECIAL PERMIT GRANTING AUTHORITY

Chester, Massachusetts

SPECIAL PERMIT INSTRUCTIONS

NOTE: These instructions provide additional guidance for the Applicant- see the Town Zoning Bylaw, Section 6.5, for all requirements.

1. The Applicant is responsible for sending notices, via registered mail, to all required abutters, per the latest Town Assessors' tax records, and in accordance with MGL Ch. 40A, Section 11, at least two weeks prior to the hearing.
2. The Applicant is responsible for submitting, and paying for, publishing the public hearing notice in the local newspaper for two consecutive weeks not less than 14 days before the day of the hearing. The SPGA will post the public hearing notice at the Town Hall.
3. An Applicant's consultant, engineer, surveyor, etc., whose signature and/or stamp are on any submitted drawings or plans, are expected to be available at the public hearing to answer questions the SPGA or public may have.
4. Two complete copies of the special permit and associated documentation will be submitted to the Town Clerk. Upon certification by the Town Clerk, one copy will be retained by the Town Clerk and the other copy returned to the Applicant.
5. There is a 20-day appeal period that starts on the date the SPGA decision is filed with the Town Clerk, typically the day after the hearing. The appeal period must elapse before the Town Clerk can certify the decision. During the appeal period, the SPGA decision may be appealed to the Zoning Board of Appeals. If the appeal is made, the Town Clerk cannot certify the decision until the appeal has been fully adjudicated.
6. Once the special permit has been certified by the Town Clerk, the Applicant must have this approval recorded at the Hampden County Registry of Deeds for it to become effective.



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SPECIAL PERMIT APPLICATION

Property location: _____

Zoning district: (R/I/B/COD/AR): _____

Located in Westfield River Floodplain: Y__ N__

Hampden County Registry of Deeds Book _____ Page _____

Chester Assessors Record Map _____ Lot _____

Name of Owner(s): _____

Address: _____

Phone/email: _____

Name of Applicant(s) (if different from Owner):

Address: _____

Phone/email: _____

Name of Engineer/Surveyor (if applicable): _____

Address: _____

Phone/email: _____

Description of project (attach additional sheets, documents, surveys, etc., as necessary):

List any other permits/variances required (if applicable):

Signature of Applicant/Owner below also attests that all abutters, per the latest Town Assessors tax record, were mailed a notice in accordance with MGL Ch. 40A Section 11:

Signature of Applicant(s) (if different from Owner):

date: _____

Signature of Owner(s): _____ date: _____

Signature of Engineer/Surveyor: _____ date: _____

SPGA approval (signatures and date): _____ date: _____

date: _____ / _____ date: _____

date: _____ / _____ date: _____

Application filed with Town Clerk (signature and date): _____ date: _____

Certification that 20 days have elapsed with no appeal filed or appeal has been dismissed/denied (Town Clerk signature and date): _____ date: _____