

Applicant _____
Address _____

Phone _____
Email _____

<p><u>FOR TOWN CLERK USE ONLY</u></p> <p>DATE & TIME FILED</p> <p>_____</p> <p>TOWN CLERK SIGNATURE</p> <p>_____</p>

Property Owner _____
Address _____

Phone _____

Site Address _____

Section of the West Stockbridge Zoning bylaw under which you are applying _____

Was the project/issue discussed with the Building Commissioner/Zoning Enforcement Officer ___ Yes _____ (Date)___ No
(**Please note:** It is always a good idea, prior to submitting your application to the Planning Board, to review your Special Permit Application with the Building Commissioner/Zoning Enforcement Officer who can help you determine exactly which permits apply to you)

Description of the Project or Changes Proposed (please attach additional pages as needed):

NOTICE: The applicant shall provide: three (3) copies of the completed Application, either typewritten or printed clearly and legibly; three (3) copies of the plans and specifications (as required on Page 2); a Certified List of Abutters and one (1) pdf of the entire package including a stamped application from the Town Clerk, and a Certified List of Abutters sent to planningboard@weststockbridge-ma.gov.

The Certified List of Abutters must be obtained from the Assessors' Office (**Fee of \$10**)

In addition, the Applicant shall pay a **Fee of \$300.00** for processing the application, which includes notifying abutters and the publication of legal notices of the Public Hearing. (Please make check payable to the Town of West Stockbridge).

Signature _____ **Date** _____
(Applicant)

Signature _____ **Date** _____
(Owner)

PLANNING BOARD – SITE PLAN REQUIREMENTS

SITE PLAN:

Site plan required. Any application for a special permit shall be accompanied by a site plan drawn to scale indicating the location, size and height of proposed buildings, site improvements, and containing such other information as may be required by the special permit granting authority. This shall include the actual layout with reference to all abutting property, including all necessary dimensions.

TYPICAL MINIMUM REQUIREMENTS ARE:

- Site plan drawings to scale (*see above*)
- Lot dimensions (*may be obtained at the Assessor's Office*)
- Street name(s) abutting the subject property
- Lot or building(s) street number(s) (*may be obtained at the Assessor's Office*)
- Zoning District, in which subject property is located
- Abutting uses
- Existing and/or proposed buildings with dimensions
- Driveway(s) and Parking spaces
- Other information you believe would be helpful or necessary

OTHER POTENTIAL INFORMATION THAT THE PLANNING BOARD MAY REQUIRE INCLUDES BUT IS NOT LIMITED TO:

- Site plan(s) prepared by a Massachusetts Registered Land Surveyor.
- Drainage Design
- Screening or landscaping required for parking (*See Zoning Bylaw, §6.2: Off Street Parking*)
- Exterior lighting, if any
- Signs, if any
- Other information you believe would be helpful or necessary

Site plan(s) meeting the above requirements shall be filed with the Town Clerk along with the Special Permit Application to the Board. This information will be sent to other municipal Boards for review, who may make recommendations on your application.

Site plans are important and when diligently prepared, may eliminate a zoning issue at a later date, and/or facilitate the transfer of property.