Submit by Email

CITY OF NORTHAMPTON

ZONING BOARD OF APPEALS

SPECIAL PERMIT APPLICATION

Applications WILL NOT be accepted without all of the following information.
It is recommended that you meet with the Senior Planner to review application materials prior to submission. For an appointment, please call the Office of Planning & Development at 413-587-1287.

1. Project Type (Check Box) Information is located on Building Inspector's Review Form, which is a prerequisite to filing this application	
☐	Home Occupation
☐	Sign
☐	Detached Accessory Apartment
☐	Attaching accessory structure to principal building
☐	Other:

2. Permit is requested under Zoning Ordinance Section: Page:
From Building Inspector's Review form

3. Parcel Information		
Address:		
Assessor Identification: **Map #, Parcel #**:	2nd Map #, Parcel #: (if applicable)	Zoning District:
Recorded in Hampshire Registry of Deeds or Land Court:	Book:	Page:

4. Applicant's Information		5. Owner Information **(if different from Applicant)**
Name		
Address		
Telephone		
Email		
Fax		
Status of Applicant	☐ Owner: ☐ Contract Purchaser: ☐ Lessee: ☐ Other:	

FOR OFFICE USE: Distribute to: Sr. Planner____; Building____; DPW____(2); Fire____; Police____; BOH____. Please review & send comments to the Sr. Planner. The tentative meeting date is 2nd Thursday____; 4th Thursday ____ of Jan.____; Feb.____; March____; April____; May____; June____; July____; Aug.____; Sept.____; Oct.____; Nov.____; Dec.____.

Applicant's Signature Date	Owner's Signature * Date
I certify: the information contained herein is true and accurate to the best of my knowledge; the above signed owner(s) grant the Board and its agents permission to enter the property to review this application; I understand all documents will be entered into the public record and will be available on the internet; I understand that if neighboring issues have not been addressed/ resolved prior to the hearing, the Board will continue the hearing.	

*** Owner's signature or letter from owner authorizing applicant/representative to sign on behalf of owner.**

6. Check boxes below indicating that you **have** attached/included the following documentation:

☐ Site Vicinity Plan

☐ Sketch or Plot Plan at 1" = 40' or greater (not applicable for sign applications).

☐ Filing Fee made Payable to the City of Northampton ($200).

☐ Stamped, Self Addressed Envelope(s) to owner and applicant.

☐ **Two separate rubberbanded** sets of stamped envelopes addressed to each of the abutters within 300' and the planning boards in adjacent towns. The abutters list can be found at www.northamptonma.gov/opd/. If within 300' of a neighboring town, the envelopes must include the abutters within said town. The return address of all the envelopes should be labeled as: Planning and Development, City of Northampton, City Hall, 210 Main Street, Room 11, Northampton, MA 01060-3198.

☐ A printed list of all abutters (from above section). **Number of Abutters on the list is:_____.**

☐ 12 Complete packages (original and 11 copies). Each packet **must** include all application material and be collated, stapled and banded together.

☐ Zoning Permit Review Form with Building Inspector's endorsement & Application.

☐ Folded Plans- all plans of 11X17 or larger **must be folded** (If 36x24 plan sheets are included, they may contain 6 full sets with the remaining 5 at 11x17 size) and collated with each application.

☐ Building Elevations

☐ Lighting, if applicable

☐ Waiver Form (see below)

☐ Waivers- The site plan **MUST** contain the information listed below.

The Zoning Board **may** waive the submission of any item, if appropriate, based upon rationale submitted with request. **To request a waiver, check the item number and provide the reason for the request**. If you are not requesting any waivers, please note that on this form.

☐ Site plan(s) at a scale of 1"=40' or greater

☐ Name and address of the owner and the developer, name of project, date and scale plans:

☐ Plan showing Location and boundaries of the lot, adjacent streets or ways
- all properties and owners within 100 feet
- all zoning districts within 100 feet

☐ Existing and proposed buildings, setbacks from property lines, building elevations

☐ Present & proposed use of the land, buildings:

☐ Location of parking & loading areas OR driveways
– access & egress points
– public & private ways
– walkways

☐ Location and description of public & private ways, Utilities, easements

☐ Existing & proposed landscaping, trees and plantings (size & type of plantings) buffers and/or fencing:

☐ Signs - existing and proposed, location, dimensions/height, color and illumination

☐ Lighting - Location/Details

☐ I understand that it is required that I take this application to get **date stamped at the City Clerk's Office first,** prior to filing it with the Northampton Planning and Development Office.

7. **Describe proposed project/work below:**

8. **Special Permit Approval Criteria. (If any permit criteria does not apply, explain why)**
Use additional sheets if necessary. Assistance for completing this information is available through the Office of Planning & Development.

A. How will the requested use protect adjoining premises against seriously detrimental uses?

How will the project provide for
surface water drainage:

sound and sight buffers:

the preservation of views, light and air:

B. How will the requested use promote the convenience and safety of pedestrian movement within the site and on adjacent streets?

How will the project minimize traffic impacts on the streets and roads in the area?

Where is the location of driveway openings in relation to traffic and adjacent streets?

What features have been incorporated into the design to allow for

access by emergency vehicles:

the safe and convenient arrangement of parking and loading spaces:

provisions for persons with disabilities:

C. How will the proposed use promote a harmonious relationship of structures and open spaces to

the natural landscape:

to existing buildings:

other community assets in the area:

D. What measures are being taken that show the use will not overload the City's resources, including:

water supply and distribution system:

sanitary sewage and storm water collection and treatment systems:

fire protection, streets and schools:

How will the proposed project mitigate any adverse impacts on the City's resources, as listed above?

E. List the section(s) of the Zoning Ordinance that states what special regulations are required for the proposed project (Accessory apartment, home occupation, signs accessory structure, etc.):

How does the project meet the special requirements? (Use additional sheets if necessary)

F. Explain why the requested use will:

not unduly impair the integrity or character of the district or adjoining zones:

not be detrimental to the health, morals or general welfare:

be in harmony with the general purpose and intent of the Ordinance:

G. Explain how the requested use will promote City planning objectives to the extent possible and will not adversely effect those objectives, defined in City master study plans adopted under M.G.L. Chapter 41, Section 81-C and D.

WHAT HAPPENS AFTER YOU HAVE FILED YOUR APPLICATION?

Generally, the Board meets the 2nd & 4th Thursday of every month (with the exception of summer & holiday months). The deadline date for filing applications is one calendar month prior to the next meeting date.

The application (with copies) must be date stamped at the City Clerk's Office prior to filing application with the Office of Planning and Development.

1. Once your application has been filed, staff will review it to determine if the application is complete and ready for public hearing. We will schedule a Public Hearing for the next available agenda of the Zoning Board and place a legal ad in a local paper to appear a minimum of two (2) weeks prior to the hearing date.

   The Wednesday 15 days before the next meeting date, you may check the Planning Office web page, www.northamptonma.gov/opd/, public meeting notice to find out if your project has been scheduled for the next hearing.

2. The public hearing is conducted, applicant must be present, and if all information is complete, the hearing is closed.

3. Once the hearing is closed, the Board has up to 90 days to make a decision on the permit. (Zoning Board rarely takes that long).

4. Once a decision is approved by the Board, (usually occurs at the same public hearing) the Board has fourteen (14) days from the date that the decision is made to file the decision with the City Clerk's Office.

5. After the decision has been filed with the City Clerk's Office, a twenty (20) day appeal period begins.

6. Once the twenty (20) day appeal period passes, (without an appeal being filed) the applicant must pick up a Certified copy of the decision from the City Clerk's Office and record it at the Registry of Deeds. **Permit is not valid until recorded at Registry of Deeds.**

7. Proof that the decision has been filed at the Registry of Deeds must be brought to the Building Department, before a Building Permit will be issued.
   The short time frame for issuing a Special Permit is two (2) to three (3) months. The long time frame is four(4) to six (6) months.