

Tyringham Special Permit Check List for Applicants

Please refer to the Planning Board Administrative Rules and Regulations (itemized numbers) following each item, and to the Tyringham Zoning By-Laws # 7.3-8.4 for a more detailed reference for Special Permit applications.

Submission Date is the date the application is received and accepted by the Planning Board: _____

For a Special Permit review, the applicant is required to submit all of the following to the Planning Board on the date of submission:

- 1) A completed Town of Tyringham Special Permit Application. (5.2)
- 2) A Special Permit Application fee of \$100.00 (4.4)(5.7)
- 3) An abutters list (land owners within 300 feet or directly opposite on any public or private way). (Zoning By law 7.3.1)
- 4) 5 Standard size copies of application (including 30" x 42" plan sheets) and 2 reduced size (8 1/2" x 11") copies. (5.4)
- 5) A certified plan or map showing frontage and setbacks. (5.5)
- 6) Copies of any other permits or variances applicable. (5.9)
- 7) An additional Review fee for town use of engineers, lawyers, etc. if deemed necessary. (5.8)

SPECIAL PERMIT TIME LINE

SP = Special Permit

SPGA = Special Permit Granting Authority = Tyringham Planning Board

Special Permit (SP) Application filed with the Town Clerk.

5 copies brought to and accepted by the Planning Board (SPGA).

Within 10 days - a copy forwarded to the Board of Selectmen, Board of Health, Conservation Commission and any other as advised by the Planning Board.

Within 65 days - the Planning Board holds a public hearing, which notice of must be published by the Planning Board in the area newspaper at least 14 days and again 7 days prior to the public hearing and must be posted for viewing at the Town Hall.

Courtesy Notices of the Public Hearing mailed by the Planning Board to interested parties.

Within 90 days of the public hearing - the Planning Board reaches a decision.

Within 14 days - the decision and the records of the proceedings must be filed with the Town Clerk and courtesy notices mailed by the Planning Board to interested parties.

Within 20 days of filing of Planning Board decision - an Appeal must be filed with the Town Clerk.

After 20 days of filing of decision have passed - Town Clerk issues a certificate stating:

1. the date of Approval
2. no Appeal was filed or
3. the Appeal was dismissed or denied

After 1 year - Special Permit lapses if construction or use has not begun.

Within 14 days after 90th day of decision not reached - Petitioner notifies the Town Clerk and parties of interest that the Planning Board (SPGA) did not act.

Within 20 days - an Appeal must be filed with the Town Clerk.

After 20 days - Town Clerk issues certificate stating the Planning Board did not act and that construction approval is granted.

The Tyringham Planning Board welcomes all interested citizens from Tyringham to attend our meetings and become active in Town planning. Please feel free to email the above contacts for more information.

Function: The Tyringham Planning Board is a five member elected board that meets on the first and third Wednesday of each month at 7 p.m. The primary purpose of the Planning Board is to understand and implement the Tyringham Zoning Bylaws as well as make additions and revisions to the bylaws as needed and approved of by the town. The implementation of the Tyringham Zoning Bylaws is done in conjunction with the Building Inspector who enforces the bylaws, the Zoning Board of Appeals, the Board of Health, and the Conservation Commission.

In addition the Planning Board is the Special Permit Granting Authority, reviews "Form A" subdivisions of land (ANR/Approval Not Required), implements the Rules and Regulations governing the subdivision of land and the Planning Board is responsible for initiating and facilitating the process of creating a Master Plan.

Special Permits—Massachusetts General Laws, Ch. 40A

