

Case Number _____

Planning Board

P.O. Box 390
Ashfield, MA 01330

Special Permit Procedural Checklist

Applicant's Name _____
Address _____
Owner's Name _____
Address _____
Application Date _____ Time _____ Fee _____

Certified Abutters' List

Map # _____ Lot # _____ Date _____
Assessor _____

Preparing for the Hearing

Public Hearing Scheduled on _____ at _____ pm

Notice of Public Hearing

Published in _____ Date _____ Date _____
Published in _____ Date _____ Date _____

Post

Town Hall _____ Post Office _____ Other _____

Mail or Give to (provide date):

Town Clerk _____	Abutters _____	(B. of Health) _____
PB file _____	Parties in Interest _____	(Con. Com) _____
Applicant _____	Selectmen _____	(Police) _____
Owner _____	ZBA _____	(Fire) _____
		(Park Comm.) _____

Planning Boards:

Buckland 01338 _____ Goshen 01032 _____ Conway 01341 _____
Hawley 01339 _____ Cummington 01026 _____ Plainfield 01070 _____

Vote Sheets: Prepare 5

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Public Hearing Materials

- _____ Plot Plan
- _____ PB Form 1 ~ Board of Health
- _____ PB Form 2 ~ Conservation Commission
- _____ PB Form 3 ~ Fire Chief
- _____ PB Form 4 ~ Hazardous Waste Coordinator
- _____ PB Form 5 ~ Park Commission (where applicable)
- _____ Other _____
- _____ Sign/s Yes/No
- _____ Sign drawing to scale

_____ Inform applicant regarding appeal period and procedure for recording at the Registry of Deeds in Greenfield

_____ Date

_____ Planning Board Chair

Notice of Special Permit

- _____ Applicant originals
- _____ Owner
- _____ PB File 2 originals
- _____ Special conditions added to approved permit if applicable

Notice of Decision

- _____ Applicant
- _____ Owner
- _____ PB File
- _____ Town Clerk
- _____ Special conditions added to approved permit if applicable

Mail – Provide date

- _____ Abutters / Parties in Interest
- _____ ZBA
- _____ FCBI
- _____ Select board
- _____ Planning Boards (Buckland, Goshen, Conway, Cummington, Goshen, Hawley, Plainfield)

File Minutes (provide date) _____

_____ Planning Board Clerk / Secretary

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