

# CITY OF SPRINGFIELD PERMITTING GUIDEBOOK

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## INTRODUCTION

The purpose of this guidebook is to summarize the various staff persons, departments and boards/commissions involved with the development and permitting process within the City of Springfield. The development process requires a number of permits, approvals and/or licenses to be obtained for all development projects. If at any time, before and during your application process you may have questions, please do not hesitate to contact the appropriate staff person.

**Disclaimer:** The General Ordinance, Zoning Ordinance, and Subdivision Rules and Regulations of the City of Springfield, as applicable, take precedence over any information contained within this guidebook in any conflict between them.

## DEPARTMENT OF HEALTH & HUMAN SERVICES

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<b>Department:</b>	Department of Health & Human Services 95 State Street, 2 <sup>nd</sup> Floor Helen R. Caulton-Harris <i>Director</i>	
<b>Public Liaison:</b>	Steve Stathis, <i>Environmental Health Director</i> (413) 787-6740 (413) 787-6458 <i>Fax</i> E-mail: <a href="mailto:ssathis@springfieldcityhall.com">sstathis@springfieldcityhall.com</a>	
<b>Office Hours:</b>	8:15 am- 4:30 pm, Monday - Friday	
<b>Permits Issued:</b>	Tobacco Body Art Day Camp Disposal Work Garbage removal Burial	Health Club Motel/Mobile Home Park Septic Tank Cleaner Swimming Pool Food Licenses Trailer Coach
<b>Process for Obtaining Permit(s):</b>	All applications obtained at the Department of Health & Human Services during business hours.	
<b>Advertising Requirements:</b>	Not applicable	
<b>Time Frame for Public Hearing:</b>	Not applicable	
<b>Time Frame for Decision:</b>	Variable, information on application.	
<b>Appeal Process:</b>	Information on application	
<b>Fee Schedule:</b>	See table on following page.	
<b>Applicable Local, State, Federal Statutes</b>	MGL Chapter 94 Sec 65H, MGL Chapter 114, Sec 45, Massachusetts Sanitation Code Article 5 and 10, MGL Chapter 111, Sec 122	

## DEPARTMENT OF HEALTH AND HUMAN SERVICES FEE SCHEDULE

(Check with department for recent fee amendments)

Permits/Licenses	Fee
Tobacco (per calendar year)	\$ 50.00
<b>Miscellaneous/Special/Seasonal</b>	
Body Art- Practitioner (2 yr annual by date issued)	\$100.00
Body Art- Establishment	\$125.00
Day Camp (seasonal June-December)	\$ 10.00
Disposal Works-Installer (Jan-Dec issued as needed no renewal sent out)	\$100.00
Disposal Works-Construction (per issuance)	\$100.00
Garbage Removal	
License per year	\$100.00
Per truck- per year	\$ 25.00
Health Clubs (annual – May)	\$100.00
Motel/Mobile Home Park (per calendar year)	\$ 10.00
Funeral Director	\$ 50.00
Septic Tank Cleaner (per calendar year)	
License per year	\$ 50.00
Per truck per year	\$ 20.00
Portable toilet each per year	\$ 10.00
Swimming Pool	
Yearly (per calendar year)	\$100.00
Seasonal (June – Sept)	\$ 50.00
<b>Food Licenses</b>	
Bakery (Gross Sales)	
<\$200000	\$ 75.00
>\$200000<800000	\$125.00
>\$800000	\$200.00
Caterer	\$100.00
Food Service Establishment (Gross Sales)	
<\$200,000	\$100.00
>\$200,000<1,000,000	\$300.00
>\$1,000,000	\$300.00
Frozen Dessert	\$ 5.00
Milk	\$ 10.00
Mobile Food Server	\$100.00
Retail Food (Gross Sales)	
<\$200,000	\$100.00
>\$200,000<1,000,000	\$200.00
>\$1,000,000	\$300.00
Temporary Food Permit (per booth per event)	\$ 25.00
<b>Burial</b>	
Burial Permit	\$ 10.00
Funeral Director (annual – April)	\$ 75.00
<b>Trailer</b>	
Trailer Park	\$ 50.00

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## DEPARTMENT OF INSPECTIONAL SERVICES

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<b>Department:</b>	Department of Inspectional Services Building Division 70 Tapley Street
<b>Public Liaison:</b>	Mike Jachym, <i>Zoning Administrator</i> (413) 787-7807 Email: <a href="mailto:mjachym@springfieldcityhall.com">mjachym@springfieldcityhall.com</a>
<b>Office Hours:</b>	Monday – Friday, 7:00am – 4:30pm
<b>Description of Board:</b>	The building division is responsible for the enforcement of the state building code, handicapped access regulations, zoning ordinances, and conditions attached to special permits. It issues permits for building, wiring, plumbing, gas, and signs and performs plan reviews, on-site inspection of all new construction, alterations, and repairs. The division also oversees change of use and occupancy, demolitions, and zoning violations. Building permits must be obtained before construction begins.
<b>Inspector Contact Information:</b>	See Building Inspector Map for Area boundary: <a href="http://www.springfieldcityhall.com/building/fileadmin/building/building_inspectors.pdf">http://www.springfieldcityhall.com/building/fileadmin/building/building_inspectors.pdf</a>  Building Inspectors: <u>Green Area:</u> Building: <a href="#">Dennis L. Calvanese</a> Complaint: <a href="#">Darcey A. Gardner</a> CI: <a href="#">Richard V. Olsson</a> Zoning: <a href="#">Jerry La Rose</a>  <u>Yellow Area:</u> Building: <a href="#">Charlene Baiardi</a> Complaint: <a href="#">John C. Goodwin</a> CI: <a href="#">Frederick I. Furey</a> Zoning: <a href="#">Keith D. O'Connor</a>  For a Building inspection call Sue Rousseau (413) 787-6031 <a href="http://www.springfieldcityhall.com/building/fileadmin/building/building_inspectors_pe.pdf">http://www.springfieldcityhall.com/building/fileadmin/building/building_inspectors_pe.pdf</a>  Plumbing and Electrical Inspectors: <u>Gold Area:</u> Plumbing: <a href="#">Alberto Hernandez</a> Electrical: <a href="#">Bobby Ray Williams, Jr.</a>  <u>Red Area:</u> Plumbing: <a href="#">Michael T. Normoyle</a> Electrical: Ricardo Bedinotti

Blue Area:  
Plumbing: [Heath Dion](#)  
Electrical: [Joe Desmond](#)

For an Electrical inspection call Maria Tiggs (413) 787-6040  
For a Plumbing inspection call Mary Devivo (413) 787-6047

<b>Permits Issued:</b>	Building Permits Plumbing Permits Demolition Permits Sign Permits Electrical Permits
<b>Process for Obtaining Permit(s):</b>	Building permit applications may be picked up during regular business hours at the Inspectional Services Department located at 70 Tapley Street. For advice regarding compliance with building permit applications contact the Building Department. For questions regarding zoning ordinances and sign regulation applications, please contact Mike Jachym, the Zoning Administrator, at (413) 787-7807.
<b>Advertising Requirements:</b>	Not applicable
<b>Time Frame for Public Hearing:</b>	Not applicable
<b>Time Frame for Decision:</b>	After all required documentation and plans are submitted, permit review shall not exceed 30 days.
<b>Appeal Process:</b>	<p><u>BUILDING</u>: Code appeals to Massachusetts Building Code Board of Appeals. (617)727-7532 or visit website at <a href="http://www.mass.gov/bbrs">http://www.mass.gov/bbrs</a></p> <p><u>ELECTRICAL</u>: Submit a request in writing regarding the appeal to the Board of Electricians' Appeals, 239 Causeway Street, Suite 500, Boston, MA 02114, the notice of disapproval received by the wiring inspector, and a check or money order for \$75 made payable to the Commonwealth of Massachusetts.</p> <p><u>PLUMBING &amp; GAS</u>: Call Board of State Examiners of Plumbers and Gas Fitters at 617-727-9952 to obtain an application to appeal. \$75 application fee.</p>
<b>Fee Schedule:</b>	See table on following page.
<b>Applicable Local, State, Federal Statutes</b>	Massachusetts Building Code 780 C.M.R. Springfield City Ordinances and Zoning Ordinance

## INSPECTIONAL SERVICES / BUILDING DIVISION FEE SCHEDULE

Permit / Service	Fee
<b>Building Permits- Residential</b>	
Single & Two-Family Dwellings: New Construction	\$250.00
Single & Two-Family Dwellings: Alterations and repairs	\$ 50.00 plus \$0.25/sq ft
Pool- above ground	\$ 65.00
Pool- above ground with deck	\$100.00
Pool- in-ground	\$125.00
Fireplace/ wood and pellet stoves	\$ 50.00
Roofing, Siding, and Decks	\$ 50.00
Residential Demolition permit 1-3 Family home Garage	\$150.00 plus \$0.05/sq ft \$150.00 plus \$0.05/sq ft
Moving a 1-2 Family Home	\$150.00 - \$250.00
Moving a 1-2 Car Garage	\$ 50.00
Re-inspection of unsatisfactory work	\$ 50.00
<b>Building Permits- Non Residential</b>	
New Construction and additions Business, assembly, mercantile Multifamily Residential Commercial Storage	\$100.00 - \$35,000.00 \$ 0.30 / sq ft \$ 0.25 / sq ft \$ 0.15 / sq ft
Alterations and repairs Business, assembly, mercantile Commercial Storage	\$ 0.45 / sq ft or \$60.00 min \$ 0.25 / sq ft \$ 0.15 /sq ft
Small repairs requiring 1 inspection	\$ 35.00
Commercial roof repair or replacement	\$ 75.00 +0.05 /sq ft
Demolition of building or structures	\$ 50.00 \$150.00 plus \$0.05 /sq ft
Moving a commercial building or structure	\$150.00 - \$250.00
<b>Electrical Permits - Residential</b>	
New construction, additions, renovations Hotels, Dormitories, Nursing Homes, Motels Pool above & in-ground Service change/temporary service Residential- No building permit required Alarm Systems	\$ 70.00 /unit \$ 80.00 + \$0.10 /sq ft \$ 40.00 above, \$60.00 in-ground \$ 0.30 per amp, \$30.00 minimum \$ 25.00 + \$5.00 per room minimum \$ 40.00
<b>Electrical Permits - Commercial</b>	
Commercial Electrical Permit New construction & additions Alterations & repairs Exceptions- open canopies, warehouse space, and parking garage space No Building permit required (light retro fit, comfort controls, fire alarm, security/communication system) Service change Maintenance Permits Permit Re-Issuance Fee Temporary Wiring (bazaars, carnivals, exhibitions) Occupancy Permit Application	\$ 80.00 + \$0.10 /sq ft \$ 80.00 + \$0.08 /sq ft \$ 80.00 + \$30.00 each additional story \$ 0.30 per amp, \$30.00 minimum \$500.00 annually \$ 40.00 or original permit fee if less \$ 70.00 \$ 50.00

## INSPECTIONAL SERVICES / BUILDING DIVISION FEE SCHEDULE (continued)

Permit/ Service	Fee
<b>Plumbing &amp; Gas Fitting Permit- Residential</b>	
New construction, additions, renovations	\$ 50.00 /unit + \$ 5.00 /fixture
Minor Repairs & Alterations	\$ 50.00 Flat fee
Multi Family - New construction	\$ 50.00 /unit + \$ 5.00 /fixture
Multi Family- alterations, additions, repair, and/or replacement	\$100.00 /building + \$ 5.00 /fixture
Water Heaters	\$ 50.00
Re-inspection	\$ 50.00
<b>Plumbing &amp; Gas Fitting Permit- Non Residential</b>	
New construction, additions, renovations	\$100.00 + \$6.00 /fixture
Replacement and repairs	\$ 50.00 + \$6.00 /fixture
Minor Repairs & Alterations	\$ 50.00 Flat fee
Large Installations of Btu's	.05% of total Btu's
Water Heaters	\$100.00
Re-inspection	\$ 50.00
<b>Sign Permits</b>	
Non-illuminated wall sign	\$ 30.00 + \$0.25 /sq ft
Illuminated wall sign	\$ 60.00 + \$1.00 /sq ft
Illuminated double face projecting sign	\$ 60.00 + \$1.00 /sq ft
Illuminated Directional sign (such as Exit/Entrance)	\$ 50.00
Illuminated ground sign	\$ 60.00 + \$1.00 /sq ft
Non-illuminated double face projecting signs, ground signs, & directional signs	\$ 30.00 + \$1.00 /sq ft of total face area of each side
Removal of an un-bonded sign	\$ 25.00
Removal of an bonded sign	\$ 40.00
Alteration to a sign	\$ 25.00 + \$1.00 /sq ft of face area
Repair to a sign (Accessory)	\$ 20.00
Repair to a sign (Non- Accessory)	\$ 40.00
Re-inspection of billboard per MGL Ch. 93, sec 29-33	\$ 40.00
Outdoor Advertising Signs (Billboards)	\$ 50.00 + \$1.00 sq ft of total face area of each side if applicable
Temporary Sign permit	\$ 25.00

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## OFFICE OF PLANNING & ECONOMIC DEVELOPMENT

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<b>Department:</b>	Office of Planning & Economic Development (OPED) 70 Tapley Street
<b>Public Liaison:</b>	Philip Dromey, <i>Deputy Director of Planning</i> (413) 787-6020 Email: pdromey@springfieldcityhall.com
<b>Office Hours:</b>	8:15 am - 4:30 pm, Monday -Friday
<b>Board/Commission/Committee:</b>	Planning Board
<b>Meeting Schedule:</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday at 6:00 pm, 36 Court Street, City Hall, Room 220
<b>Members:</b>	Kerry Deitz, <i>Chair</i> Rico Daniele, <i>(Parks Rep.)</i> John J. Fitzgerald <i>(Public Works Rep.)</i> Barbara Footit <i>(Board Clerk)</i> Geraldine Gardiner Christopher McDonald Michael Rancitelli Ben Swan, Jr. Norma I. Villanueva <i>(Vice Chair)</i>
<b>Description of Board:</b>	The Planning Board is responsible for ensuring the health, safety, and welfare of the residents of the City of Springfield through the review of land use issues, development of plans for the City, and administration of the Zoning Ordinance and Subdivision Regulations.
<b>Permits Issued:</b>	Subdivision Approvals, Overlay District Special Permits
<b>Process for Obtaining Permit(s):</b>	Obtain and submit applications to the OPED during regular business hours. Applicants are urged to schedule a Pre-Application Meeting prior to submittal of site plans. Applications online at: <a href="http://www.springfieldcityhall.com/planning/">www.springfieldcityhall.com/planning/</a>
<b>Advertising Requirements:</b>	The Applicant must pay for the legal advertisement costs and abutters notice costs. Notice must be in the paper for 2 weeks prior to the scheduled public hearing.
<b>Time Frame for Public Hearing:</b>	Upon submission of complete application, the OPED will schedule a hearing as soon as possible, usually within one-month from date of submittal.
<b>Time Frame for Decision:</b>	Special Permit decisions must be made within 90 days of the close of the public hearing.

Preliminary Subdivision Decisions must be made within 45 days after date of submission.

Definitive Subdivision Review Decisions must be made within 90 days if a Preliminary Subdivision has been submitted or 135 days without.

**Appeal Process:** Within 20 days after decision is filed with City Clerk, file appeal in accordance with M.G.L. c. 40A s.17.

**Fee Schedule:** See table below.

**Applicable Local, State, Federal Statutes** M.G.L. Chapters 40A, 40R & 41  
City of Springfield Zoning Ordinance and Subdivision Rules & Regulations

### OFFICE OF PLANNING & ECONOMIC DEVELOPMENT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit	Fee
Subdivision Review	
Approval Not Required Plans (ANR)	\$75.00
Preliminary Subdivision	\$250.00
Definitive Subdivision	\$250.00 + \$ 50.00 /per lot
Special Permits	\$250.00
Overlay District Special Permit	
City Council	\$100.00
Planning Board	\$ 25.00
Zone change	\$500.00 (2 / \$250.00 checks)

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**OFFICE OF PLANNING & ECONOMIC DEVELOPMENT (CONTINUED)**

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<b>Commission:</b>	Conservation Commission 70 Tapley Street	
<b>Public Liaison:</b>	Philip Dromey, <i>Deputy Director of Planning</i> (413) 787-6020 Email: pdromey@springfieldcityhall.com	
<b>Office Hours:</b>	8:15 am – 4:30 pm, Monday - Friday	
<b>Meeting Schedule:</b>	2nd and 4th Tuesdays, 5:00 pm, 70 Tapley Street	
<b>Members:</b>	Chris Collins, Chair Gary Lantaigne Juanita Martinez Mary Dionne James O'Conner Walter Pinckney	
<b>Description of Commission:</b>	The Conservation Commission protects water resources including public and private water supplies, ground water, fisheries, endangered species, wildlife and wildlife habitat, and aesthetics. The commission holds hearings on development and other activities that may affect these natural resources for granting or withholding permission for these activities. It also maintains detailed maps of wetlands and flood plains within the city. The commission consists of a chairman and six members; all Springfield residents appointed by the Mayor.	
<b>Permits Issued:</b>	Request for Determination of Applicability Notice of Resource Delineation Request for Amended Order of Conditions	Notice of Intent Request for extension
<b>Process for Obtaining Permit(s):</b>	If a project will occur within 100 feet of any water resources, contact the Office of Planning & Economic Development to determine the appropriate permit required or if an exemption exists. Most projects require the submission of a detailed site/work plan, a project site visit with members of the Commission, and a public hearing to present the scope of the work to be done. The Commission will then make a determination following the closing of the public hearing and issue the appropriate documentation.	
<b>Advertising Requirements:</b>	Legal notice must be published at least 5 business days prior to a hearing and sent to all abutters within 100 feet of proposed project. Responsibility for advertising requirement is assumed by the applicant.	
<b>Time Frame for Public Hearing:</b>	A hearing will be scheduled at the next meeting after completion of the application.	
<b>Time Frame for Decision:</b>	Twenty-one days after the close of the public hearing.	
<b>Appeal Process:</b>	Appeals may be made by applicant, landowner, any aggrieved person, abutter,	

group of 10 citizens, or Massachusetts Department of Environmental Protection (DEP) and must be submitted to DEP within ten days after permit review outcome.

**Fee Schedule:** See table on following page.

**Applicable Local, State, Federal Statutes** M.G.L. Chapter 131, Section 40;  
MA. Wetlands Protection Act & Rivers Protection Act

**CONSERVATION COMMISSION FEE SCHEDULE**  
(Check with Office of Planning & Economic Development for recent fee amendments)

Permit	Fee
Request for Determination of Applicability	
Residential	\$ 0.00
Commercial/Industrial/Institutional	\$100.00
Notice of Intent/ Notice of Resource Delineation	
Residential	
1-3 parcels	\$200.00
4-6 parcels	\$300.00
7-10 parcels	\$500.00
10+ parcels	\$700.00
Commercial/Industrial/Institutional	
1-4 parcels	\$300.00
5-8 parcels	\$400.00
9-10 parcels	\$500.00
10+ parcels	\$700.00
Right of Ways, rail lines, long contiguous parcels	
Over 10 parcels	\$350.00
Request for Extension Permit	\$100.00
Request for Amended Order of Conditions	
Residential	75% of original local fee or \$ 175.00
Commercial	75% of original local fee or \$ 250.00

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**OFFICE OF PLANNING & ECONOMIC DEVELOPMENT (CONTINUED)**

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<b>Commission:</b>	Historical Commission 70 Tapley Street	
<b>Public Liaison:</b>	Scott Hanson, <i>Principal Planner</i> (413) 787-6020 Email: <a href="mailto:shanson@springfieldcityhall.com">shanson@springfieldcityhall.com</a>	
<b>Office Hours:</b>	8:15 am – 4:30 pm, Monday - Friday	
<b>Meeting Schedule:</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday's at 6:30 p.m., 36 Court Street, City Hall, Room 220	
<b>Members:</b>	Thomas Belton Marjorie Guess Ralph Slate Ben Murphy ( <i>Alternate</i> )	David Carlson Robert McCarroll Maria Acuna Jean Haley
<b>Description of Commission:</b>	The Springfield Historical Commission is a seven-member board established on November 20, 1972 by a vote of the Springfield Board of Alderman/City Council. The Commission's most important goal is the preservation of Springfield's six local historic places. The purpose of the Springfield Historical Commission is to work toward this goal by planning for and implementing programs for the identification, evaluation and protection of its community's historic resources.	
<b>Permits Issued:</b>	The Historical Commission reviews all exterior work for properties located within a local historic district. Review and approval of all work must be completed before building permits will be issued.	
<b>Process for Obtaining Permit(s):</b>	Contact Commission staff for appropriate application and materials.	
<b>Advertising Requirements:</b>	Not Applicable	
<b>Time Frame for Public Hearing:</b>	A 14-day public notice is required for all public hearings.	
<b>Time Frame for Decision:</b>	Decisions must be made within 60-day of receipt of completed application.	
<b>Appeal Process:</b>	Within 20 days after decision is filed with the City Clerk, file appeal in accordance with M.G.L. c. 40C , Section 12.A.	
<b>Fee Schedule:</b>	Not Applicable	
<b>Applicable Local, State, Federal Statutes</b>	MGL Chapter 40C, Section 11	

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## ZONING BOARD OF APPEALS

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<b>Department:</b>	Zoning Board of Appeals 70 Tapley Street	
<b>Public Liaison:</b>	Mike Jachym, Zoning Administrator (413) 787-7807 <a href="mailto:mjachym@springfieldcityhall.com">Email: mjachym@springfieldcityhall.com</a>	
<b>Office Hours:</b>	7:00 am - 4:30 pm, Monday -Friday	
<b>Meeting Schedule:</b>	Last Wednesday of the month, 6:00 p.m. City Hall 36 Court Street, Room 220	
<b>Members:</b>	E. Henry Twiggs, Chairman Attorney Brenda Doherty, Vice-Chair Maria Perez Walter Gould (alternate)	Daniel Morrissey Henry Nowick Jose Gonzalez (alternate)
<b>Description of Board:</b>	The five member board is a permit granting authority that hears appeals taken by any person aggrieved by reason of his inability to obtain a permit or enforcement action from any administrative officer under the provisions of the Building Code, by the regional planning agency in whose area the city is situated or by any order or decision by any person, including an officer or board of the city, or an abutting city or town aggrieved by an order or decision of the inspector of buildings, or other ordinance or by-law adopted under it.	
<b>Permits Issued:</b>	Variances, Appeals.	
<b>Process for Obtaining Permit(s):</b>	Applications can be obtained at the Inspectional Services Department- Building Division located at 70 Tapley Street. Instructions are included with application form.	
<b>Advertising Requirements:</b>	Legal ad published twice in local newspaper; first ad must be at least 14 days prior to date of the public hearing. Applicant responsible for advertising costs.	
<b>Time Frame for Public Hearing:</b>	Within 65 days from the date of filing a completed application. Under certain circumstances the time limit may be extended upon written agreement between the applicant and the Board of Appeals.	
<b>Time Frame for Decision:</b>	Within 100 days following date of filing of the application. Copies of the decision must be filed with the City Clerk within 14 days.	
<b>Appeal Process:</b>	Within 20 days after decision is filed with City Clerk, file appeal in accordance with M.G.L. c. 40A s.17.	
<b>Fee Schedule:</b>	There is a \$400.00 application fee for residential property, \$500.00 for commercial property.	
<b>Applicable Statutes</b>	MGL Chapter 40A	

## CITY COUNCIL

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<b>Department:</b>	City Council City Hall 36 Court Street
<b>Public Liaison:</b>	Bob Arieti, <i>Council Aide</i> (413) 787-6170 rarieti@springfieldcityhall.com
<b>Office Hours:</b>	8:30 am - 4:30 pm, Monday -Friday
<b>Meeting Schedule:</b>	Various Mondays; usually last Monday of each month the council holds hearings on zone changes and permits in the City Hall Council Chambers, 7:30 pm. For specific schedule call 787-6170.
<b>Members:</b>	William T Foley, President Timothy J Rooke Bruce W. Stebbins Jose Tosado Rosemarie Mazza-Moriarty James J. Ferrera, III Patrick J Markey Bud L. Williams Kateri Walsh
<b>Description of Board:</b>	Legislative powers of the city are vested in the City Council, consisting of (9) members elected citywide for two-year terms.
<b>Permits Issued:</b>	Special Permits Zone Change
<b>Process for Obtaining Permit(s):</b>	Permit applications can be picked up at City Clerk's office during normal business hours.
<b>Advertising Requirements:</b>	For Special Permits, legal ad published twice in local newspaper, first ad must be at least 14 days prior to date of public hearing. Advertising requirement is paid by the permittee.
<b>Time Frame for Public Hearing:</b>	Within 65 days from the date of filing a completed application.
<b>Time frame for Decision:</b>	No statutory time frame except for Special Permits. For Special Permits: within 90 days following date of the public hearing. Copies of the decision must be filed with the City Clerk office within 14 days of decision.
<b>Appeal Process:</b>	Within 20 days after decision is filed with City Clerk, file appeal in accordance with M.G.L. c. 40A s.17.
<b>Fee Schedule:</b>	See table on following page.
<b>Applicable Local, State, Federal Statutes</b>	MGL Chapters 40A & 140

**CITY COUNCIL PERMIT FEE SCHEDULE**  
(Check with department for recent fee amendments)

<b>Permit/ License</b>	<b>Fee</b>
Gas Storage, Initial fee	\$310.00
Gas Storage, Annual renewal	\$ 16.50 - \$550.00
Open-air parking	\$1 per parking space
Service (Gas) and Self-service Station	\$250.00
Zoning Change	\$500.00 per application
Special Permits	\$250.00

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## LICENSE COMMISSION

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<b>Department:</b>	License Commission City Hall - 36 Court Street Room 204
<b>Public Liaison:</b>	Cheryl Gentles, <i>Licensing Administrator</i> (413) 787-6140 Email: <a href="mailto:license@springfieldcityhall.com">license@springfieldcityhall.com</a>
<b>Office Hours:</b>	Monday, Tuesday & Wednesday 1:00 - 4:00pm Thursday & Friday 9:00am - 12:00, 1:00 - 4:00pm
<b>Board/Commission/Committee:</b>	License Commission
<b>Meeting Schedule:</b>	2nd and 4th Thursday of each month, City Hall Room 220, 5:30 pm
<b>Members:</b>	Peter Sygnator, Chairman Robert Casey Melvin McLaurin Juan Rivera Denise M. Kelcey
<b>Description of Board/Commission:</b>	The License Commission's primary functions are issuance of licenses for the sale of alcoholic beverages and the conduct of hearings on violations of liquor laws. There are five license commissioners. Four of the commissioners are appointed by the Mayor and confirmed by the City Council for terms that are concurrent with the Mayor's term of office. The fifth commissioner is nominated by a caucus of neighborhood councils, appointed by the Mayor, and confirmed by the City Council. The fifth commissioner's term runs until a replacement is nominated by the caucus.
<b>Permits Issued:</b>	All Alcohol License Pool/Billiards Auto Dealer License Coin Operated Games Common Victualler (restaurant) Innkeeper Hotel Membership Club Bowling Alley Lodging House
<b>Process for Obtaining Permit(s):</b>	Applications are available and fees are paid at the License Commission office.
<b>Advertising Requirements:</b>	For Liquor License, one ad is required 10 days prior to hearing.
<b>Time Frame for Public Hearing:</b>	Not designated by statute, typically within 30 days of receipt of completed application.
<b>Time frame for Decision:</b>	Not designated by statute, typically decision is made at the public

hearing.

**Appeal Process:** Not designated by statute, varies according to permit. Liquor licenses may be appealed to the ABCC within five days of receipt of notice.

**Fee Schedule:** See table below.

**Applicable Local, State, Federal Statutes** MGL Chapters 138

**LICENSING BOARD FEE SCHEDULE**  
(Check with department for recent fee amendments)

Permit/License	Fee
Auto dealer license	\$225.00/new ; \$200.00/renewal
Common Victualler	\$125.00/new ; \$100.00/renewal
Entertainment –Short (Monday-Saturday)	\$ 50.00
Entertainment –Short (Sunday)	\$200.00
Entertainment –Long (Monday-Saturday)	\$100.00
Entertainment –Long (Sunday)	\$400.00
Junkyard	\$200.00 (Renew January 1 <sup>st</sup> )
Lodging House	\$ 50.00
Movie Theater	\$500.00
Pool Table	\$100.00 /1 <sup>st</sup> \$25.00 each additional
Video Games	\$100.00 /per game
<b>Liquor Licenses</b>	
All Alcohol - Club	\$2,200.00/annually
All Alcohol General on Premises (Bar)	\$2,700.00/annually
All Alcohol Package Store	\$2,000.00/annually
All Alcohol Restaurants	\$2,800.00/annually
Beer and Wine- Club	\$ 950.00/annually
Beer and Wine General on Premises (Bar)	\$1,400.00/annually
Inn Holder (All Alcohol license)	\$4,500.00/annually
Liquor License Application (new, transfer, other changes)	\$ 200.00
One Day Beer and Wine	\$ 75.00
On Day All Alcohol	\$ 150.00
Small Inn Holder Alcohol License	\$1,400.00/annually
Wine & Beer Restaurant	\$1,500.00/annually

## CITY CLERK'S OFFICE

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<b>Department:</b>	City Clerk's Office City Hall - 36 Court Street Room 204	
<b>Public Liaison:</b>	Wayman Lee, <i>City Clerk</i> (413) 787-6094 Email: <a href="mailto:wlee@springfieldcityhall.com">wlee@springfieldcityhall.com</a>	
<b>Office Hours:</b>	Monday – Friday 9:00 am to 4:00 pm, Thursday 9:00- 6:00 pm	
<b>Permits Issued:</b>	Business License Marriage License Exhibition Permits Raffle License	Tag Sale Permits Birth Certificates Dog Licenses
<b>Process for Obtaining Permit(s):</b>	Applications are available during normal business hours.	
<b>Advertising Requirements:</b>	Not Applicable	
<b>Time Frame for Public Hearing:</b>	Not Applicable	
<b>Time frame for Decision:</b>	Not Applicable	
<b>Appeal Process:</b>	Not Applicable	
<b>Fee Schedule:</b>	See table on following page.	
<b>Applicable Local, State, Federal Statutes</b>	MGL Chapters 138 & 140	

**CITY CLERK PERMIT FEE SCHEDULE**  
(Check with department for recent fee amendments)

Permit/ License	Fee
Birth certificate	\$ 15.00
Business certificate/Changes	\$ 50.00/copy \$15.00 / \$40.00
Dog License	
Spay	\$ 5.00
Neuter	\$ 5.00
Un-spayed/Un-neutered	\$ 20.00
Death Certificate	\$ 15.00
Marriage Certificate	\$ 15.00
Marriage License	\$ 40.00
Raffle Permit	\$ 10.00
Tag Sales	\$ 5.00
Transient Vendors	\$250.00

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## DEPARTMENT OF PUBLIC WORKS

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<b>Department:</b>	Department of Public Works Engineering and Traffic Division 70 Tapley Street	
<b>Staff Liaison:</b>	Al Chwalek, <i>Director</i> (413) 787-6224 Email: <a href="mailto:achwalek@springfieldcityhall.com">achwalek@springfieldcityhall.com</a>	
	Dick Carnevale, PE, LSP, <i>City Engineer</i> (413) 750-2808 Email: <a href="mailto:rcarnevale@springfieldcityhall.com">rcarnevale@springfieldcityhall.com</a>	
<b>Office Hours:</b>	8:15 am- 4:30 pm, Monday- Friday Engineering (413) 787-6210 / Fax 413-787-6209	
<b>Board/Commission/Committee:</b>	Board of Public Works	
<b>Meeting Schedule:</b>	Mondays and Wednesdays at 5:00pm at the project site under discussion.	
<b>Description of Board/Commission:</b>	The Board of Public Works is composed of three members appointed by the Mayor for a three-year term. The board holds public hearings on projects such as street acceptance, discontinuance, sewer installation or relocation, utilities placed in the public ways. The Board handles all matters pertaining to the conversion of Private Way into Public Way. The Board levies betterment assessments on abutting properties affected by improvements. The Board makes recommendations to the Mayor and City Council for approval.	
<b>Permits Issued:</b>	Driveway/Curb Cuts Sewer Entrance Fee Sidewalk Vendors Road Excavation Projections In/Over Street	Street Closing Street Occupancy Sidewalk Sales Sign Posting
<b>Process for Obtaining Permit(s):</b>	Applications may be obtained at DPW Engineering Division office during regular business hours or online at DPW website <a href="http://www.springfieldcityhall.com/DPW/173.html">http://www.springfieldcityhall.com/DPW/173.html</a>	
<b>Advertising Requirements:</b>	Not applicable	
<b>Time Frame for Public Hearing:</b>	Not applicable	
<b>Time frame for Decision:</b>	Not applicable	
<b>Appeal Process:</b>	Not applicable	

Fee Schedule: See table below.

Applicable Local, State, Federal Statutes M.G.L. Chapters 82A, 84,146, 164, 165,166A, DTE 98-22; and 1926 CFR 1926, Subpart P

### DEPARTMENT OF PUBLIC WORKS PERMIT FEE SCHEDULE

Permit/ Service	Fee
Contractor License Application Fee	\$100.00
Street Opening/Trenching Application Fee	\$ 50.00
Non-Excavation	\$ 15.00/day
Life Cycle Pavement Fees	
Pavement less than one (1) year old	\$100.00/ sq. ft.
Pavement less than five (5) years old	\$ 50.00/ sq. ft.
Pavement five (5) to ten (10) years old	\$ 20.00/ sq. ft.
Pavement over ten (10) years old	\$ 10.00/ sq. ft.
Blanket Manhole (public utility)	\$750.00/year
Inspection Fees:	
General roadway excavation	\$ 35.00/day
General street excavation prior to city resurfacing program	\$100.00

For permit application procedures and fees see: <http://www.springfieldcityhall.com/DPW/173.html>

## SPRINGFIELD WATER AND SEWER COMMISSION PERMITS AND APPLICATIONS

For projects involving water and sewer service and permits contact:  
Georganne Hoyman (413) 787-6256 Ext 181

Springfield Water and Sewer Commission Field Services Office, 71 Colton Street  
Springfield, MA (413-787-6207). <http://www.waterandsewer.org/>

For permit application procedures and fees see:  
[http://www.waterandsewer.org/community\\_programs\\_frame\\_set.htm](http://www.waterandsewer.org/community_programs_frame_set.htm)

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## FIRE DEPARTMENT

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<b>Department:</b>	Fire Department (Headquarters) 605 Worthington Street
<b>Staff Liaison:</b>	Dennis Leger PIO (413) 787-6405 Email: DennisL@springfieldcityhall.com
<b>Office Hours:</b>	8:00 am- 4:00 pm, Monday- Friday
<b>Board/Commission/Committee:</b>	Board of Public Works
<b>Meeting Schedule:</b>	Mondays and Wednesdays at 5:00pm at site of the project under discussion.
<b>Description of Board/Commission:</b>	The Board of Public Works is composed of three members appointed by the Mayor for a three-year term. The board holds public hearings on projects such as street acceptance, discontinuance, sewer installation or relocation, utilities placed in the public ways. The Board handles all matters pertaining to the conversion of Private Way into Public Way. The Board levies betterment assessments on abutting properties affected by improvements. The Board makes recommendations to the Mayor and City Council for approval.
<b>Permits Issued:</b>	Registration of Underground Tanks Fire Reports from Insurance Company L.P. Gas Permits Cutting and Welding Operations Flammable Fluid Permits Transportation of Flammable Fluid/Tank Trucks Smoke Detector Inspection/New Homes/Resale Blasting Permits Gun Powder Permits Rocket Permits Power Burner Permits Home inspections Fireworks
<b>Process for Obtaining Permit(s):</b>	Permits are obtained and filed at Fire Headquarters located on 605 Worthington Street during regular business hours.
<b>Time frame for Decision:</b>	Not applicable
<b>Appeal Process:</b>	Not applicable
<b>Fee Schedule:</b>	See table on following page.
<b>Applicable Local, State, Federal Statutes</b>	M.G.L Chapter 148, 527 CMR

## FIRE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Blasting permit	\$ 50.00
Cutting & Welding	\$ 50.00
Disconnect/Disable Fire Alarm/Sprinkler System	\$ 50.00
Fire alarm permit, connection, monitoring fee, test fee, equipment fee	\$875.00
Fireworks permit /Site review	\$ 50.00
Firing Cannon	\$ 50.00
Flammable Fluid, Solid Storage-Class A- up to 165 gallons	\$ 50.00
Flammable Fluid, Solid Storage-Class B- up to 500 gallons	\$ 50.00
Flammable Fluid, Solid Storage-Class C- up to 1000 gallons	\$ 50.00
Flammable Fluid, Solid Storage-over 1001 gallons	\$ 50.00
Fuel oil storage permit (per gallon capacity)	
0-1500	\$ 50.00
1501-5000	\$ 75.00
5001-7500	\$150.00
7501 and over	\$250.00
Fumigating	\$ 50.00
Install Carbon Monoxide Detectors	\$ 50.00
Install/Removal of above ground Storage Tanks	\$ 50.00-250.00 based on gallons
Install/Removal/Seal of underground Storage Tanks	\$ 50.00-250.00 based on gallons
Oil Burner/Oil Tank for Home heating	\$ 50.00 each
Storage of ammunition/Small arms	\$ 50.00
Unvented Propane/Natural gas heater	\$ 50.00
Self Serve Gas Station	\$ 50.00
Smoke Detector Inspection: 1family	\$ 50.00
Smoke Detector Inspection: 2-family	\$100.00
Smoke Detector Inspection: Multifamily (3-6 units)	\$150.00
Smoke Detector Inspection: Single Family	\$ 50.00
Smoke Detector Inspection: Multifamily 7 units \$200 (add \$50 each additional unit)	\$200.00- 450.00
Smoke Detector Inspection: Multifamily (13+ units)	\$500.00
Sprinkler Systems- Wet system permit & pre-plan review	\$100.00
Sprinkler Systems- Dry system permit & pre-plan review	\$100.00
Suppression Systems- Wet Chemical system permit & pre-plan review	\$ 50.00
Storage LP propane 0-100 gallons	\$ 50.00
Storage LP propane 101-1000 gallons	\$120.00
Storage LP propane Over 1001 gallons	\$225.00
Tanker Truck permit - Storage	\$ 50.00 every 2 yrs.
Tanker Truck permit - Overnight Parking	\$ 50.00 every 2 yrs.

Fees online at: <http://www.springfieldfirema.org/fees.htm>

## POLICE DEPARTMENT

<b>Department:</b>	Police Department 130 Pearl Street	
<b>Staff Liaison:</b>	Trish Hobbs, <i>Office Manager</i> (413) 787-6310	
<b>Office Hours:</b>	FID licenses accepted only between 8:30 am–1:00 pm at Clerk's Office (413) 787-6310	
<b>Permits Issued:</b>	F.I.D. Cards Taxi License Peddlers License Fortune Teller License Pawnbroker	License to Carry Police Reports Auctioneer's License Second Hand Dealer
<b>Process for Obtaining Permit(s):</b>	Obtain permit at the Springfield Police Department Clerk's Office located at 130 Pearl Street.	
<b>Time Frame for Decision:</b>	Not Applicable	
<b>Appeal Process:</b>	Not Applicable	
<b>Fee Schedule:</b>	See table below.	
<b>Applicable Local, State, Federal Statutes</b>	M.G.L. Chapter 140, Sections 121-136	

### POLICE DEPARTMENT PERMIT FEE SCHEDULE

(Check with department for recent fee amendments)

Permit/ Service	Fee
Auctioneers License	\$ 50.00
Class A License to Carry (valid 6 years)	\$100.00
Class B License to Carry (valid for 6 years)	\$100.00
F.I.D. restricted cards (mace) (valid for 6 years)	\$ 25.00
Firearms Identification card (valid for 6 years)	\$ 5.00
Fortuneteller License	\$150.00
Pawnbroker License	\$100.00
Peddler's License	\$ 61.00
Second Hand Dealer	\$250.00
Taxi License	\$ 25.00

**STAFF LIAISONS**

<b>City Administration</b> Mayor	Denise Jordon	djordan@springfieldcityhall.com	Chief of Staff	(413) 787-6100
City Clerk	Wayman Lee	wlee@springfieldcityhall.com	City Clerk	(413) 787-6094
<b>City Council</b>	Bob Arieti	rarieti@springfieldcityhall.com	Staff Aides	(413) 787-6170
<b>Conservation Commission</b>	Philip Dromey	pdromey@springfieldcityhall.com	Deputy Director of Planning	(413) 787-6020
<b>Department of Code Enforcement- Building Division</b>	Steve Desilets Mike Jachym	<a href="mailto:sdesilets@springfieldcityhall.com">sdesilets@springfieldcityhall.com</a> mjachym@springfieldcityhall.com	Building Commissioner Zoning Administrator	(413) 787-7807
<b>Department of Health &amp; Human Services</b>	Steve Stathis	sstathis@springfieldcityhall.com	Environmental Health Director	(413) 787-6719
<b>Department of Public Works</b>	Richard Carnevale	rcarnevale@springfieldcityhall.com	Director	(413) 787-6224
<b>Fire Department</b>	Dennis Leger	DennisL@springfieldcityhall.com	Public Information Officer	(413) 787-6405
<b>Historic District Commission</b>	Scott Hanson	shanson@springfieldcityhall.com	Principal Planner	(413) 787-6405
<b>License Commission</b>	Cheryl Gentles	cgentles@springfieldcityhall.com	Staff	(413) 787-6140
<b>Office of Planning &amp; Economic Development</b>	Philip Dromey	pdromey@springfieldcityhall.com	Deputy Director of Planning	(413) 787-6020
<b>Police Department</b>	Trish Hobbs		Office Manager	(413) 787-6310
<b>Springfield Sewer &amp; Water Department</b>	Georganne Hoyman	georganne.hoyman@waterandsewer.org	Project Manager	(413) 787-6256 Ext 181
<b>Zoning Board of Appeals</b>	Mike Jachym	mjachym@springfieldcityhall.com	Zoning Administrator	(413) 787-7807

PERMIT MATRIX

	City Council	Dept of Inspectional Services	City Clerk	Conservation Commission	Zoning Board of Appeals	Fire	Dept of Health & Human Svc	License Commission	Office of Plg. & Eco. Dev.	Police	Dept of Public Works	Springfield Water Comm.
Adult Entertainment	X											
Ammunition Storage						X						
Auctioneers' licenses										X		
Bakery Establishment							X					
Bed & Breakfast	X											
Billiards License	X							X				
Birth Certificate			X									
Blasting Permits						X						
Body Art Establishment/Practitioner							X					
Boarding House	X							X				
Bowling Alleys								X				
Building Permits		X										
Bulk Fuel/Oil/Gas/ Storage or Distribution	X											
Business Certificate			X									
Burial							X					
Car Wash	X											
Carbon Monoxide Detectors						X						
Catering Establishment	X						X					
Certificate of Occupancy		X										
Common Victualler (Restaurant)								X				
Cross Connection Permit, Device Installation & Plan Review												X
Day Camp							X					
Death Certificate			X									
Definitive Subdivision approval									X			
Demolition Permits		X										

PERMIT MATRIX (continued)

	City Council	Dept of Inspectional Services	City Clerk	Conservation Commission	Zoning Board of Appeals	Fire	Dept of Health & Human Svc	License Commission	Office of Plg. & Eco. Dev.	Police	Dept of Public Works	Springfield Water Comm.
Determination of Applicability				X								
Disposal Works							X					
Dog License			X									
Drive Thru	X											
Electrical Permits		X										
Excavation/Earth removal	X											
Fire Alarm						X						
Firearms Sales										X		
Fireworks Permit / Site Review						X						
F.I.D. Cards										X		
Firing Canon						X						
Fire Reports for Insurance Company						X						
Fireflow Test												X
Flammable Fluid Permits						X						
Food Service Establishment							X					
Fortunetelling and Character Reading										X		
Frozen Dessert							X					
Fuel Oil Storage	X											
Fumigating						X						
Funeral Director							X					
Funeral Home							X					
Garbage Removal							X					
Gas Permits		X										
Gas Storage, Initial fee & Annual renewal	X											
General Permit/Solicitation by charitable organizations	X		X									
Golf Driving Range	X		X									
Hawk & Peddler's License										X	X	

PERMIT MATRIX (continued)

	City Council	Dept of Inspectional Services	City Clerk	Conservation Commission	Zoning Board of Appeals	Fire	Dept of Health & Human Svc	License Commission	Office of Plg. & Eco. Dev.	Police	Dept of Public Works	Springfield Water Comm.
Health Club							X					
Hotel/Motel							X					
Hunting License			X									
Hydrant Hook-Up												X
Industrial Pretreatment												X
Junk Dealer's License/ Dealer in Secondhand Articles			X							X		
Junkyards	X							X				
License to Carry										X		
L.P. Gas Permits						X						
Liquor Licenses (all types)								X				
Livery License	X		X							X		
Lodging House								X				
Main Extension (sewer or water)												X
Marriage License/Certificate			X									
Meter Test												X
Milk							X					
Mobile Home Park	X		X				X					
Mobile Food Server							X					
Movie Theater								X				
Moving a 1-2 Family Home		X										
Notice of Intent				X								
Open-air parking	X		X									
Order of Conditions				X								
Overlay District Special Permit									X			
Parade Permits										X		
Pawnbroker										X		

PERMIT MATRIX (continued)

	City Council	Dept of Inspectional Services	City Clerk	Conservation Commission	Zoning Board of Appeals	Fire	Dept of Health & Human Svc	License Commission	Office of Plg. & Eco. Dev.	Police	Dept of Public Works	Springfield Water Comm.
Permit to Open Public Way/Permit Open Trench											X	
Pistol Permits										X		
Plumbing Permits		X										
Preliminary Subdivision approval									X			
Pressure Test												X
Propane Storage/trailer/tanks						X						
Raffle permit			X									
Refuse Transfer Station	X		X									
Registration of Underground Tanks						X						
Removal of Underground Storage Tanks						X						
Retail Food Establishment							X					
Road/ Curb Cut Permit											X	
Sale of Motor Vehicles (all classes)	X		X					X				
Secondary Meter Application, Installation & Inspection												X
Septic Tank Cleaner							X					
Service (Gas) and Self-service Station	X		X			X						
Sign Permit		X										
Smoke Detector Inspection/New Homes/Resale						X						
Special Permits	X								X			
Sprinkler System						X						
Stormwater Permit											X	
Subdivision Approval Not Required (ANR) endorsement									X			
Sunday Entertainment			X					X				
Swimming Pools		X					X					
Tanker Truck Permit						X						
Taxi Cab Permits										X		
Taxi Driver's License										X		

PERMIT MATRIX (continued)

	City Council	Dept of Inspectional Services	City Clerk	Conservation Commission	Zoning Board of Appeals	Fire	Dept of Health & Human Svc	License Commission	Office of Plg. & Eco. Dev.	Police	Dept of Public Works	Springfield Water Comm.
Temporary Food Permit			X				X					
Tobacco							X					
Trailer Coach							X					
Transient Vendors			X									
Variances					X							
Video Games								X				
Water Service On/Off												X
Welding/Cutting						X						
Weekday Entertainment								X				
Wireless Communication	X		X									
Zone Change	X		X						X			

## LIST OF FEDERAL AND STATE PERMITS AND/OR APPROVALS

The following list was adapted from the North Andover Development Guidebook. The list is by no means exhaustive, and if any question exists you are encouraged to seek legal counsel. The majority of small development projects will not have need for any federal or state permits or approvals, but as projects increase in size and complexity, the applicant should be aware of the potential applicability of any one or more of the following:

### Federal Permits

1. **National Environmental Policy Act, or "NEPA"** requires the preparation of an environmental impact statement (EIS) to assess the impact of a major federal action, i.e. projects and programs entirely or partly financed, assisted, conducted, regulated or approved by federal agencies, that may have a significant impact on the quality of the human environment. Major federal actions are either defined by statute or determined by agency officials.
2. **Clean Water Act, Section 404 Permit** requires a project involving the discharge of dredged or fill material into waters of the United States (including federally defined wetlands) to obtain a permit from the Army Corps of Engineers. The permit may be a programmatic general permit, an individual permit or an official letter of permission.
3. **Clean Water Act, Water Quality Certification Approval** requires the state to determine whether certain activities meet state water quality standards; if they don't, the Corps of Engineers is prohibited from issuing a Section 404 permit for the activity.
4. **Rivers and Harbors Act of 1899, Section 10 Permit** requires a federal permit from the Army Corps of Engineers for dredging, filling or obstruction of navigable waters; the Section 10 permit is often applied for in conjunction with a Section 404 permit
5. **National Flood Insurance Act and Flood Disaster Protection Act Certification** requires that banks not make, extend or review any loan secured by improved real estate located in an area having flood hazards, and in which flood insurance is available, unless the building securing the loan is covered by flood insurance. This usually requires architectural or engineering review and certification of building plans to the lender.
6. **Clean Air Act Permits or Approvals** may be required directly from the Environmental Protection Agency for certain emissions and hazardous air pollutants from new sources of these regulated air pollutants; most of the federal requirements, however, are incorporated by Massachusetts in its State Implementation Plan, or SIP (see State Clean Air Act).
7. **National Historic Preservation Act Section 106 Review** requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with, or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences; Section 106 review is accomplished by submitting a Project Notification Form to the Historical Commission.
8. **Environmental Protection Agency Stormwater Notices of Intent and/or NPDES Permits** are required for stormwater discharges associated with certain industrial activities. Industrial activity was recently redefined to include "construction activity including clearing, grading, and excavation activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale". The project owner and operator is required to file a Notice of Intent and pollution abatement plan with the Environmental Protection Agency.

## State Permits

1. **Massachusetts Environmental Policy Act, or 'MEPA'** requires state agencies to evaluate the environmental impact of all projects or activities undertaken by state agencies, and of private projects seeking state funding or permits. An Environmental Notification Form must be **filed** if the project meets one or more of the thresholds specified in the regulations, whereas certain activities automatically require the preparation of an Environmental Impact Report.
2. **Massachusetts Clean Waters Act, Sewer Extension/Connection Permits** are required for the connection of a project to a sewer system unless exempted. There are pretreatment requirements for industrial users, which must be coordinated with the permitting requirements of the Marlborough Westerly Wastewater Treatment Plant.
3. **Massachusetts Clean Waters Act, Surface Water and/or Groundwater Discharge Permits:** Surface Water Discharge Permits, administered jointly by the federal Environmental Protection Agency and the Massachusetts Department of Environmental Protection, are required for point source discharges to U.S. Waters and application should be made simultaneously to both agencies. A permit may also be required for stormwater discharges where runoff is substantially contaminated or if contamination exists because the discharge is located within an industrial area or is associated with industrial activity. If the project is in an unsewered area, a Disposal Works Construction Permit must be obtained from the local board of Health in accordance with Title 5 of the State Environmental Code. If a sewage disposal system with capacity in excess of 15,000 gallons per day will be constructed, a groundwater discharge permit must be obtained.
4. **Waterways, Great Ponds and Tidelands Construction License** must be obtained from the Department of Environmental Protection, Wetlands and Waterways Division, for any construction below the high water line of state waterways, great ponds (ponds over 10 acres in their natural state) and tidelands.
5. **Massachusetts Clean Air Act Approval** must be obtained in writing from the Department of Environmental Protection for the plans, specifications, and proposed operating procedures for the construction, substantial reconstruction or alteration of any stationary source of air pollution, unless specifically exempted. Stationary sources emitting certain pollutant levels must register with DEP as well. Anyone constructing or demolishing a commercial building, or residential building with 20 or more units, must notify DEP at least 10 working days prior to starting work, if it will create emissions that cause or contribute to a condition of air pollution.
6. **Massachusetts Endangered Species Act** prohibits taking or possession of any plant or animal species listed in the federal Endangered Species Act, or the alteration of a significant habitat. A project developer should review the list of endangered species available from the Division of Fisheries and Wildlife, and habitat maps available for inspection at City Hall from the Conservation Commission.
7. **Hazardous Waste Management Permits** may be required from the federal Environmental Protection Agency or state Department of Environmental Protection if any wastes generated by the project are hazardous, depending on the types of quantities generated; contact the Springfield Fire Department for information.
8. **Massachusetts Historical Commission Approval** must be obtained if a designated historical or archeological landmark will be altered or effected by a project undertaken by a state agency or any private party seeking any state funding, permits or licenses for the project.
9. **State Highway Access Permit** must be obtained in writing from the Massachusetts Highway Department if a project will involve the creation, alteration, expansion or substantial impact upon an opening onto a state highway. This includes property which has access directly onto state highways and property which abuts a state highway layout.

## DEFINITIONS

The terms herein defined shall be used to interpret all the applicable provisions of the Zoning Ordinance. Words used in the present tense include the future; words used in the masculine gender include the feminine and neuter; and the singular number includes the plural and the singular. Where terms are not defined, they shall have their ordinarily accepted meanings or such as the context may imply.

For Zoning and Subdivision Regulation Definitions pick up a printed copy at The Office of Planning and Economic Development: 70 Tapley Street, Springfield, MA.

Or See zoning definitions online at: <http://www.springfieldcityhall.com/ordinances/zoning.0.html?pid=3>

Or See subdivision regulation definitions online at:  
[http://www.springfieldcityhall.com/planning/fileadmin/Planning\\_files/Subdivision.pdf](http://www.springfieldcityhall.com/planning/fileadmin/Planning_files/Subdivision.pdf)