



Planning & Economic Development
70 Tapley Street
Springfield, MA 01104
(413) 787-6020
Fax: (413) 787-6524

***PRELIMINARY APPLICATION FOR AN OVERLAY DISTRICT SPECIAL PERMIT**

Current Use of Property: _____

A Special Permit is Requested for the Following Purpose: _____

Address, Street and Parcel Number of the Property: _____

Zoning of the Property: _____

Owner of Property (Include owner's name, mailing address and telephone number): _____

Petitioner (Include petitioner's name, mailing address and telephone number): _____

***Complete this form and return it to the Office of Planning & Economic Development at the address above. A formal petition will be typed and will require the property owner's and petitioner's signature.**

City Council Special Permit: Three (3) copies: Site Plan, Base Plan, Elevations and Sign Plan***
Application fee: \$100 - made payable to the City of Springfield.**

Planning Board Special Permit: Three (3) copies: Elevations and Sign Plan
Application fee: \$25 - made payable to the City of Springfield.**

** See reverse for site plan specifications

***Sign plans must include: dimension, materials and any and all proposed lighting

Note: In addition to the application fee, the petitioner will be charged for the cost of postage and legal advertising fees.

For Internal Use:

Date Received: _____

Received by: _____

Site Plan: _____ Base: _____ Elevations: _____ Landscape: _____ Sign: _____

SITE PLAN REQUIREMENTS

Site Plan Specifications:

Stamped by a registered architect, landscape architect, civil engineer or land surveyor.

Scaled at 1" = 20' or 1" = 30' (or approved equal)

Plan must indicate conformity with zoning regulations, as well as the following site features, if applicable:

- Date of plan and north arrow.
- Property lines and location of structures within 100' of the property in question.
- Abutting streets, sidewalks and tree belts.
- Location of all primary and accessory structures on the site.
- Points of vehicle exit and entrance.
- On site parking (indicate spaces for employees, customers and display).
- Interior pedestrian circulation and points of access to structures.
- Disposal storage areas and loading docks.
- Fences (indicate type and height).
- Landscaping (plans must indicate type, size, height and spacing).
- Trees (indicating existing, proposed removal, proposed new, indicate type and height).
- Sign Plan (dimension, materials, locations)
- Sources of exterior illumination (type and height).
- Easement and lease lines.
- Elevations of all proposed new buildings.

NOTES:

- 1) Plans must distinguish between existing and proposed features.
- 2) New curb cuts must be previously approved by the Department of Public Works.
- 3) Applicants are encouraged to meet with the appropriate Neighborhood Council or Civic Association and any other applicable city, state or federal agency, such as the Conservation Commission or Fire Department prior to the hearing.

Please check which category you are applying for:

Special Permit Category

City Council

- C-1402.1.a. New construction, demolition or rehabilitation (or combination) over 1,000 s.f.
- C-1402.1.b. Conversion of a residential structure to commercial use.
- C-1402.1.c. Automotive-related use.

Planning Board

- C-1402.2.a. Accessory and/or non-accessory signs.
- C-1402.2.b. Signs pertaining to gasoline filling stations and shopping centers.
- C-1402.2.c. Changes, beyond maintenance, to the exterior facade or side wall.