



Planning & Economic Development

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

****PRELIMINARY APPLICATION FOR A 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. A formal petition will be typed and will require the property owner's and petitioner's signature.**

THE SIGNED FORMAL PETITION WILL NOT BE PROCESSED WITHOUT THE SUBMISSION OF A CERTIFICATE OF TAX COMPLIANCE, RECEIVED FROM THE CITY COLLECTOR/TREASURER, AND DETAILED SITE PLAN, DRAWN TO THE SPECIFICATIONS ON THE REVERSE SIDE. (NOTE: the petitioner will be contacted by the City Collector's Office if a tax issue needs to be resolved. The tax review includes but is not limited to Real Estate, Personnel Property, Excise, Water/Sewer, etc.)

In addition to the Certificate of Tax Compliance, the formal petition will have to be submitted four (4) weeks prior to the next scheduled hearing date of the City Council. APPLICATION FEE IS \$250.00. Check is made out to the City of Springfield.

N.B. IN ADDITION, THE PETITIONER WILL BE BILLED FOR THE ADVERTISING FEES BY THE CITY CLERK'S OFFICE.

Date Received by the Office of Planning & Economic Development: _____

ZONE CHANGES AND SPECIAL PERMITS PETITIONS

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'

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

- 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.
- Designated fire lanes.
- 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).
- Location, size and schematic of accessory and non-accessory signs.
- 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.

Requirements for certain proposed uses:

Wireless Telecommunication Facilities
Telecommunication special permit.

See preliminary application for Wireless

Indoor Place of Amusement
uses.

Interior floor plan with location of proposed

Drive-Up Service Window
uses.

Interior floor plan with location of proposed