



Office of Planning & Economic Development

70 Tapley Street Springfield, MA 01104

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www.springfieldcityhall.com/planning

Application Packet

City Council Special Permit (Tier 3)

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Information about this review process

Number of copies to submit:

Submit one (1) full copy of application package.

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Application Fee:

\$250.00 (check made out to the City of Springfield)

Who will Review the application:

The Office of Planning and Economic Development staff will review the application and make a recommendation to the City Council.

Duration of Approved Permit

2 years unless extended per 12.5.40

Who will make the decision about the application?

City Council will make a decision on the application after considering it at a public meeting.

Meeting with the Neighborhood Council?

Recommended

NOTE: Upon receiving this application, OPED staff will request a certificate of TAX COMPLIANCE from the City's Tax Collector's Office **relating to the property owner's standing** with the City. **The application will not be processed without this certification.** The applicant and property owner 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 Tax, Personnel Property Tax, Excise Tax, Water/Sewer Bills, and other City accounts.

PAYMENT OF FEES: Payment of all costs including advertising and abutter notifications must be paid in full to the **City Clerk's Office** prior to the public hearing and vote. All fees are **NON REFUNDABLE** whatever the disposition of the matter, including withdraws.

SECTION 1: PRELIMINARY APPLICATION FORM

Please complete the form below and submit it to the Office of Planning & Economic Development (please print or type). Once the completed application is received, a formal petition will be typed up and will be required to be signed by the petitioner and property owner.

Office of Planning & Economic Development
70 Tapley Street Springfield, MA 01104

Petitioner/Owner Information	
<p>Full Address of the Property: <i>Street number, City, State and zip code</i></p>	<p>Street _____ City _____ State ____ Zip code _____</p>
<p>Parcel Number of the Property</p>	
<p>Registry of Deeds Book/Page#</p>	
<p>Zoning of the Property:</p>	
<p>Current Use of Property:</p>	
<p>Proposed Use: <i>You may attach additional pages if needed to explain the proposal.</i></p>	<p>_____ _____ _____</p>
<p>Petitioner Information (if different from Owner) <i>Name, mailing address, email address and telephone number (include name of person who will be signing the formal application)</i></p>	<p>Name: _____ Street Address: _____ City _____ State ____ Zip code _____ Email _____ Telephone/Mobile _____</p>
<p>Property Owner Information <i>Name, mailing address, email address and telephone number (include name of person who will be signing the formal application)</i></p>	<p>Name: _____ Street Address: _____ City _____ State ____ Zip code _____ Email _____ Telephone/Mobile _____</p>
Dates Below To Be Filled Out By OPED Staff Only	
<p>Date Received:</p>	
<p>Date of Completed Application:</p>	

SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

(See Section 4 for details)

- Site plan must be prepared by a qualified professional (including but not limited to a licensed architect, professional engineer, or landscape architect)
- Site Plan shall include all requirements as set forth in Section 12.3.40, including but not limited to:
 - Zoning districts, overlay districts, topography, wetlands, watercourses, soils, existing vegetation, roads, structures, driveways and other relevant site conditions;
 - Proposed driveways, parking areas, sidewalks, landscaping, utilities, lighting, drainage, vehicular circulation, refuse disposal storage areas, signs and building plans/elevations;
 - If the land will be developed in more than one (1) phase, the City Council may require the applicant to present a master plan for an entire property showing intended future development and a plan for phasing.
 - In the case of a special permit for a Bed & Breakfast (Article 4, Section 4.4.50) an interior site plan must also be submitted showing the location of each proposed room.
- An application shall not be considered complete until all information required by the City Council is submitted, as determined by the Office of Planning & Economic Development.

SECTION 3: CITY COUNCIL CONDITIONS

1. In granting a special permit the City Council may impose reasonable conditions, limitations and safeguards which shall be in writing and shall be part of such approval. Such conditions may include, but not be limited to:
 - Requiring larger front, side or rear yards that the minimum required by this Ordinance;

- Requiring additional screening or off-street parking areas or other parts of the premises from adjoining premises or from the street, by walls, fences, plantings or other devices;
- Modify the exterior features or appearance of the structure;
- Limiting the size, number of occupants, method or time of operation, or extent of facilities;
- Regulating the number, design and location of access drives or other traffic features.

SECTION 4: RELEVANT DETAILS FROM SECTION 12.4 OF THE ZONING ORDINANCE*

(*Please see Zoning Ordinance for complete details and process)

City Council Special Permit Review Process and Timeframe (12.4.30)

1. Application for a Special Permit shall be made to the Office of Planning and Economic Development on forms provided for that purpose, accompanied by the required fee of \$250.00. When the application has been received in a completed form as defined by the rules, a copy shall be forwarded to the City Clerk. **The stamp of the City Clerk shall designate the date of filing.**
2. The City Council shall hold a **public hearing within sixty-five (65) days** after the **application has been stamped by the City Clerk** as provided in M.G.L Chapter 40A. The Office of Planning and Economic Development may revise its reports in response to comments made at the public hearing within fourteen (14) days of the close of the public hearing. The City Council may act in the absence of a report from the Office of Planning and Economic Development if no report is submitted within fourteen (14) days of the close of the public hearing.
3. In all cases **notice of public hearing** shall be given by the City Clerk by publication in a newspaper of general circulation in the city **once in each of two (2) successive weeks; the first publication to be not less than fourteen (14) days before the day of the hearing** and by posting such notice in a conspicuous place in City Hall and Office of Planning and Economic Development for a period of not less than fourteen (14) days before the day of such hearing.

4. The **City Council shall act within ninety (90) days following the public hearing.** Special Permits shall require a two-thirds (2/3) vote of the entire membership of the City Council.
5. Failure to take final action upon an application for a Special Permit within said ninety (90) days shall be deemed a grant of the permit as provided in M.G.L. Chapter 40A, Section 9.
6. Upon the granting of a Special Permit under this section, **a copy of the decision shall be issued to the owner or applicant** if other than the owner, certified by the City Council. **(NO SPECIAL PERMIT WILL BE ISSUED UNTIL ALL REQUIRED FEES HAVE BEEN PAID)** The City Council shall make a detailed record of its proceedings, indicating the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and setting forth clearly the reason for its decision and of its official actions, copies of all of which **shall be filed within fourteen days in the office of the City Clerk** and the Office of Planning and Economic Development.
7. The City Council's decision shall be deemed a public record, and notice of the decision shall be mailed forthwith to the applicant, to the parties in interest designated in M.G.L. Chapter 40A, Section 11, and to every person present at the hearing who requested that notice be sent and stated the address to which such notice was to be sent. Each such notice shall specify that appeals, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 17 and shall be filed within (20) days after the date of filing of such notice in the office of the city clerk. No Special Permit shall take effect until a copy of the decision is recorded in the Hampden County Registry of Deeds. In order for such recording to occur, the City Clerk must certify that twenty (20) days have elapsed and no appeal has been filed, or that if an appeal has been filed, that it has been dismissed or denied.

