



**Town of Great Barrington
Planning Board**

**Application to the Planning Board for
Site Plan Review
in accordance with Section 10.5 of the Zoning Bylaw**

INSTRUCTIONS TO APPLICANTS

Read Section 10.5.1 of the Zoning Bylaw. If you believe any requirements should be waived, you must formally request waivers from the Board. This may be done in your cover letter.
 Fill in all applicable information on this form.
 Submit one (1) original and three (3) copies, along with your payment, site plan, and other required information to the Town Planner. At least one set of the site plans must be full sized. Collate the information so that all four packets are identical, except for the original signature.
 Submit one (1) PDF of the entire packet including any and all plans and specifications.
 The PDF must be clear and scalable.
 Call the Town Planner at (413) 528-1619 ext. 7 if you have any questions.

FOR OFFICE USE ONLY

SPR number: _____
 Paid? _____
 Filing Date: _____
 Initial PB meeting date: _____
 Decision due: _____
 _____ Original and three copies received
 _____ PDF received
 _____ Original filed with Town Clerk

**** DEADLINE **** Applications including all copies and PDFs must be received by 4:00 PM one week before a Planning Board meeting in order to be considered at that meeting. Materials received after the deadline will be scheduled for a future meeting.

TIMELINE: In accordance with the Zoning Bylaw, the Planning Board must review and act upon the site plan within 60 days of receipt of the application, unless the time limits are extended after the applicant's written request.

A. SITE LOCATION

Site Address: _____
 Map: _____ Lot: _____ Deed Book: _____ Deed page: _____
 Zoning District: _____ Zoning Overlay District(s) (if any): _____

B. APPLICANT AND PROPERTY OWNER

Applicant's Information Name (please print) _____
 Street Address _____
 City, State, Zip Code _____
 Phone (area code first) _____ Email Address: _____
 Signature _____

- Check here if Applicant and Property Owner are the same, and skip to step C., Description.
- Check here if Applicant is different than the Property Owner, and to verify that you have the Property Owner's permission to file this Application. Property Owner must sign this form indicating permission to file this Application.

Enter Property Owner's information EXACTLY as it appears on the most recent tax bill.

Property Owner's Information Name (please print) _____
 Street Address _____
 City, State, Zip Code _____
 Phone (area code first) _____ Email Address: _____
 Owner's Signature _____

C. DESCRIPTION Briefly describe your project, and indicate how it complies with the Master Plan and the Design Guidelines Workbook. If additional space is needed, please submit on additional sheet(s) as required.

D. APPLICABILITY: Check the reason(s) for your Application (choose all that apply)

- 1. Construction, exterior alteration or exterior expansion of, or change of use within, a municipal, institutional, commercial, industrial, or multi-family structure.
- 2. Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or multi-family structure or use involving more than six spaces.
- 3. Grading or clearing of more than 10 % of a lot or 10,000 square feet, whichever is the lesser (except as provided in 10.5.1, of the Zoning Bylaw).
- 4. Other, as required by the Zoning Bylaw. (Please specify: Section(s) _____)

E. SPECIAL PERMITS AND OTHER REGULATIONS

- 1. Does your project require any Special Permits? Yes ___ No ___
If yes, have you applied for and/or received those Special Permits? Yes ___ No ___
- 2. You acknowledge that Planning Board Site Plan Approval does not imply approval of any Special Permits or compliance with other regulations, including, but not limited to, the Wetlands Protection Act or Scenic Mountains Act. Check here to acknowledge ____.
- 3. Does your project require filing of a Notice of Intent (NOI)? Yes ___ No ___
If yes, has NOI been filed and has an Order of Conditions been issued? Yes ___ No ___

F. FEE

Check here to confirm that your check of \$75 per application is enclosed. Make checks payable to Town of Great Barrington.

G. REQUIREMENTS

This application is accompanied by those items detailed in Section 10.5.3 of the Zoning Bylaw, including:
(Check items 1. and 2. at a minimum. Check item 3. if it is required by the Planning Board. Check item 4 if applicable to your project.)

- 1. Plot Plan of the entire tract, signed by a licensed surveyor or engineer, and including details noted in Section 10.5.3, item #1, of the Zoning Bylaw
- 2. Signatures, letters, and fees as noted in Section 10.5.3, item #2, of the Zoning Bylaw
- 3. Traffic impact assessment, if required, as noted in Section 10.5.3, item #3, of the Zoning Bylaw
- 4. If project involves construction, exterior alteration or expansion, or change of use, this application must also contain floor plans and elevations of the building

H. ABUTTER NOTIFICATION

Have you discussed your proposed plans with the neighbors of this site? Yes ___ No ___

I. APPROVAL

APPLICANT SHOULD BE FAMILIAR WITH THE REQUIREMENTS OF SITE PLAN REVIEW PER SECTION 10.5 OF THE ZONING BYLAW AND SHOULD ENSURE THAT THE APPLICATION COMPLIES. FAILURE TO COMPLY MAY RESULT IN DENIAL.

APPLICANT SHOULD BE FAMILIAR WITH THE APPROVAL CRITERIA PER SECTION 10.5.3 OF THE ZONING BYLAW.