**Special Permits—Massachusetts General Laws, Ch. 40A**

- **A Special Permit application is filed with the City/Town Clerk, and a certified copy filed with the SPGA, by the proponent.**

  - **Within 65 days of the application filing** (Unless extended by written agreement between the SPGA & proponent that has been filed with the City/Town Clerk)

  - **The hearing is advertised in the newspaper and posted in the town hall. Notice is mailed to certified abutters and parties of interest.**

- **Prior To the hearing**

  - **At least 14 days Before hearing**

  - **The hearing is advertised in the newspaper and posted in the town hall. Notice is mailed to certified abutters and parties of interest.**

- **Within 90 days** after the close of the public hearing (Unless extended by written agreement between the SPGA & proponent that has been filed with the City/Town Clerk)

  - **The SPGA holds a public hearing**

    - The hearing may be continued over the span of multiple meetings

- **Within 20 days of the decision filing**

  - **If a decision is not reached by the SPGA within 90 days**

  - **Within 14 days of the 90th day**

- **Within 20 days of notification**

  - **The petitioners notify the City/Town Clerk and parties of interest that the SPGA did not act.**

- **After 20 days of notification have passed**

  - **Appeals must be filed with the City/Town Clerk.**

    - Construction may begin if an appeal is filed, but will be at the proponent’s own risk.

- **City/Town Clerk issues a certificate stating the date of approval, that no appeal was filed, or that the appeal was dismissed or denied.**

- **No more than 2 years** after the decision (as specified in local bylaws or ordinances)

- **The special permit decision is filed by the City/Town Clerk with the Registry of Deeds.**

- **The special permit lapses, if construction/substantial use has not begun. (except for good cause or if another date is specified in the decision).**

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Disclaimer: Developed as an informal guide for permit granting agencies with information current as of September, 2007. It has been transmitted for informational purposes only, and its content should not be construed as legal advice. Please consult legal counsel before taking any action on this information. Please consult MGL C40A §§11-17 for more detailed information.