

Town of Ludlow

Office of the Planning Board

ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5624, ext. 1280 / Fax: (413) 583-5603

Information Sheet

Site Plan Approval & Special Permit Review

What is the purpose of a Site Plan Approval?

The Town's Zoning Bylaws require Site Plan Approval for several uses in Town. A Site Plan not only shows the location of all structures on the property, but also shows the metes and bounds, as well as a number of other items including utilities, drainage, and traffic patterns. This plan will help to ensure safe vehicular traffic on and around the site and harmony with abutting properties. (7.1.1)

What is the purpose of a Special Permit?

Special Permits are intended to provide detailed review of certain uses and structures which may have substantial impact upon traffic, utility systems, and the character of the Town, among other things. The Special Permit review process is intended to ensure a harmonious relationship between the proposed development and its surroundings, and ensure that proposals are consistent with the purpose and intent of the Zoning Bylaw. (7.0.1)

What projects require Site Plan Approval?

- The construction or occupancy of a new building
- Additions over twenty-five percent (25%) to the gross floor area of an existing building
- Any exterior alteration, addition, occupancy, or change in use of an existing construction or premises whose site sketch did not receive the Town of Ludlow Planning Board waiver. (7.1.2)

Does this require a public hearing?

Yes. This is not waivable.

How long can I expect this to take?

A public hearing must be held within 65 days from the date of filing. The Planning Board must take action on the Site Plan and Special Permit within 90 days of the last session of the hearing. These time limits allow the Board to receive input from various other boards and committees as called out in the Bylaw. (7.1.6 & 7.0.3.a) Once the Board's decision has been filed, there is a 20 day appeal period before the Special Permit can be finalized.

What is required on this Site Plan?

The full list of required contents is available in the Bylaw (7.1.5)

What is required for this Special Permit?

The full list of requirements is available in the Bylaw. (7.0.4)

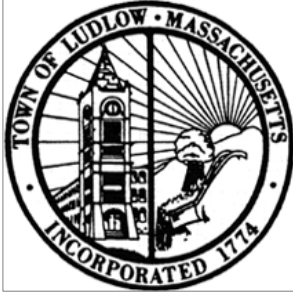
What do I have to submit and where?

You must bring two complete application forms to the Town Clerk's office to be stamped in. The Clerk's office will retain one copy. The other copy of the application must be brought to the Planning Board office along with the fee in force at the time of filing, any waivers you are requesting, a copy of the deed for the property, a list of abutters (acquired from the Assessors' office), along with ten print copies of your completed plan, and one mylar copy. (7.0.3.b & 7.1.4) If you wish to have any signed copies of the Site Plan returned to you, they must be provided in addition to the number of required copies.

What else do I need to know?

Once your Special Permit is ready for pick up, you must get it recorded at the Registry of Deeds. Failure to get it recorded will result in you needing to start the process all over again. The permit will expire after one year if substantial use has not commenced without good cause. (7.0.5)

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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Master Application

Date submitted to Planning Board: ___ / ___ / _____

Location of Property: (address) _____, Assessors' Map ___, Parcel _____

Zoning of Property: _____

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): _____

Type Of Application (Check All That Apply):

* denotes supplemental application sheet required

Site Plan Control:

- Change of Occupancy
- Site Sketch
- Site Plan Approval

Subdivision Control:

- ANR *3
- Preliminary Subdivision Plan *3
- Definitive Subdivision Plan *3
- Waiver of Frontage *4

Special Permitting:

- Special Permit
- Home Occupation *1
- Home Professional Office
- Accessory Apartment *2
- Comprehensive Plan (MRD)

Other:

- Zone Change *5

Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.

Contact Information:

Applicant:

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.

Contact Person (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Property Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Building Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Detailed Description of Proposal: _____

**All applications require a completed certificate of ownership / authority.
Publication cost for any public hearings required is the responsibility of the applicant.**

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

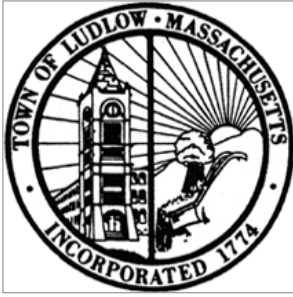
Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: _____
Special Permit #: _____
Date Received: _____

Fee Amount Received: _____
Supporting Documents? YES / NO
Verified By: _____



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Certification of Ownership / Authority

If the applicant is not the owner (such as a tenant)

The undersigned certifies that it has the authority to seek the permit or approval which is the subject of this application and the undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by any third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: _____

| For individual applicant: | For corporation/LLC: |
|---------------------------|---|
| _____ Signature | _____ Name of Entity By: _____ Signature Title: _____ |

The undersigned owner consents to the issuance of the permit or approval being sought by the above tenant or other occupant.

Dated: _____

| For individual owner: | For corporation/LLC: |
|-----------------------|---|
| _____ Signature | _____ Name of Entity By: _____ Signature Title: _____ |



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Certification of Ownership / Authority

If the applicant is the owner

The undersigned represents that the undersigned is the owner of the property which is the subject of this application and has the authority to seek the permit or approval being requested in this application. The undersigned further agrees to indemnify and hold harmless the Town of Ludlow for any claims brought by third parties against the Town or its Planning Board as a result of the Planning Board granting the application sought by the undersigned.

Dated: _____

| For individual owner: | For corporation/LLC: |
|-----------------------|---|
| _____ Signature | _____ Name of Entity By: _____ Signature Title: _____ |