

Town Clerk's Stamp

Special Permit Application

Revised 7/7/2021

Applicant: Name _____

Mailing Address _____

Residential Address _____

City, State, Zip Code _____

Contact information (phone) _____ (e-mail) _____

Owner of Land: Name _____

Mailing Address _____

Residential Address _____

City, State, Zip Code _____

Contact information (phone) _____ (e-mail) _____

Identification of Land: Deed, Book & Page _____

Assessor's Map & Lot _____ Zoning District _____

Nature of Special Permit: (refer to Hardwick Zoning Bylaws – Section 3.0 Use Regulations)

Applicant's signature _____

Owner's signature _____

Date _____

Hardwick Planning Board

Special Permit - Information and Procedures

The Hardwick Zoning Bylaw provides for specific uses which are allowed in certain districts only upon the issuance of a Special Permit per the Use Regulations listed in the Hardwick Zoning Bylaw, section 3.0. The Zoning Bylaw and a Special Permit application is available on-line at www.townofhardwick.com or at the Municipal Office Building, 307 Main Street. The applicant must submit a completed application with supporting documents to the Town Clerk as outlined below. Upon receipt of a complete application, the Town Clerk will time and date-stamp the application and notify the Planning Board. A hearing date will be set at the earliest convenience, within 65 days from receipt of complete application. The Board Meets regularly on the second and fourth Tuesday of the month.

- The application must contain the following information: the applicant's name, residential and mailing address, phone number; the property owner's name, residential and mailing address, phone number; the deed book and page numbers; location of property; the Zoning District and the proposed use of the land or building requiring the Special Permit. An application fee of \$170.00 made payable to the Town of Hardwick is required with each application.
- If the application involves new construction, renovation, alteration or addition, a site plan (five copies) is required as part of the Special Permit application.
- A list of abutters (owners of property within 300 feet of the parcel(s) for which the Special Permit is requested) certified by the Hardwick Board of Assessors shall be included with the application. The applicant can contact the Assessor to request said list, a separate fee of \$10.00 will be required. Contact information is assessor@townofhardwick.com or (413)477-6709, Monday through Friday 8AM-3PM.
- The completed Special Permit application which includes application, completed insurance affidavit (if applicable), list of abutters, required plans and the filing fee shall be submitted to the Town Clerk during regular business hours Monday 9AM-6PM, Wednesday 9AM-3PM or left in the blue box outside the Municipal Offices Building. The application will be reviewed by the Planning Board at their next meeting and a hearing date (within sixty-five days of receipt of completed application) will be set. Notification of the Public Hearing will be sent to the applicant, owner, abutters, Hardwick boards and commissions and abutting towns as well as advertised in the local paper for two weeks prior to the date of the hearing itself.
- If there are any questions, the Planning Board encourages any applicant to either contact the Planning Board via HardwickPlanningBoard@comcast.net or attend a Planning Board meeting to discuss any concerns.

NO SPECIAL PERMIT WILL BE IN EFFECT UNTIL COPY OF REGISTRATION RECEIPT WITH WORCESTER REGISTRY OF DEEDS IS FILED WITH THE TOWN CLERK OR PLANNING BOARD