



TOWN OF ORANGE

6 PROSPECT STREET • ORANGE • MASSACHUSETTS • 01364

TOWN OF ORANGE PLANNING BOARD

SPECIAL PERMIT APPLICATION

NOTICE

IF YOU SUBMIT AN APPLICATION WITHOUT THE REQUIRED INFORMATION IT WILL PROLONG THE PUBLIC HEARING PROCESS.

FURTHER, IT IS THE POLICY OF THE PLANNING BOARD THAT IT COULD DENY A SPECIAL PERMIT APPLICATION IF THE APPLICANT DOES NOT PROVIDE REQUIRED INFORMATION AFTER A CONTINUANCE FOR THAT PURPOSE.

**TOWN OF ORANGE
SPECIAL PERMIT PROCESS**

These guidelines have been put together by the planning board to help you in understanding what is required for the Special Permitting process. A more thorough explanation of the process and requirements is available in the "Planning Board Rules & Regulations". As provided by Section 9 of Chapter 40A of the Massachusetts General Laws. Special Permits shall be granted by the Orange Planning Board only upon its written determination that the proposed use will not have adverse effects which outweigh its beneficial effects on either the neighborhood or the Town, in view of the particular characteristics of the site and the proposal in relation to that site.

The determination shall be based on consideration of each of the following Special Permit Criteria:

- 1) Social, economic or community needs which are served by the proposals
- 2) Traffic flow and safety
- 3) Adequacy of utilities and other public services
- 4) Neighborhood character and social structures
- 5) Qualities of the natural environment
- 6) Potential fiscal impact

Special Permits may be granted with such reasonable conditions, safeguards, or limitations on time or use as the Planning Board may deem necessary to serve the purpose of the Town of Orange Special Permit By-Laws (5300-5350).

EXPEDITING A DETERMINATION

In an effort to expedite the Special Permit Process, please make yourself aware of all documentation you may need to present to the Planning Board in order for us to make a quick and sound determination. Questions as to applicants documentation requirements may be addressed to the Zoning Agent (building inspector) or the Planning Board.

Special Permit Submittal Requirements include (but are not limited to):

- A written narrative stating the proposed plan, referencing the six special permit criteria listed above.
- An 11x 17 plan of the proposed project drawn to scale*, including such pertinent information as:
 - 1) date of plan
 - 2) name of applicant, owner of record
 - 3) north point
 - 4) names of streets
 - 5) names and locations of abutters
 - 6) existing features – trees, stone walls, wetlands, roads, etc.
 - 7) proposed features – drainage, fencing, signs, lighting, etc.
 - 8) lot boundaries and frontage

* Major projects may require a plan that bears the stamp of a registered engineer or surveyor.

Note: More specific details as to requirements can be found in the Planning Board Rules & Regulation, Article II "Applications to the Board".

Concerns which need to be answered (if applicable):

- Neighborhood Concerns
- Lighting
- Lot coverage (see 2350-2355)
- Signs (see 3200-3250)
- Use of public utilities
- Hazardous waste material, chemicals etc. – would require a complete list of materials to be used or stored on the site.

Note: Please be advised that this document is only a guideline and that further information may be required.

QUESTIONS REGARDING YOUR SPECIAL PERMIT APPLICATION MAY BE DIRECTED TO THE ZONING ENFORCEMENT AGENT OR TO THE ORANGE PLANNING BOARD. THE PLANNING BOARD HOLDS OPEN MEETINGS EVERY SECOND AND FORTH TUESDAY OF THE MONTH AT 7PM IN THE TOWN HALL. WE HOPE THIS INFORMATION HAS BEEN HELPFUL.

SECTION 4 APPLICATION FEES

All Special Permit applications shall be accompanied certified check, or money payable to the Town of Orange in the following amounts:

Residential Dwelling Units:

Applications for a special permit for dwelling units shall require an administrative cost of \$180.00 in addition to the following fees:

- a. for conversion of an existing structure \$50.00 for each dwelling unit up to 10 dwelling units and \$25.00 for each dwelling unit in excess of 10.
- b. for dwelling units of new construction \$70.00 per dwelling unit up to 10 dwelling units and \$35.00 for each dwelling unit in excess of 10.
- c. for applications for either conversion or new construction that involve roadways or driveways not within parking areas an additional \$.75 for each linear foot of roadway or driveway.

Section 2350, 4100 and 4400 of the Town of Orange Zoning Bylaws:

Applications under Sections 2350, 4100 and 4400 shall require a \$100.00 filing fee at the time of the application.

All Other Special Permit Applications other than Above:

1. Applications involving less than ten (10) parking spaces whether existing or proposed shall require a \$100.00 filing fee.
2. Applications involving ten (10) to twenty parking spaces whether existing or proposed shall require a \$100.00 filing fee.
3. Applications involving over twenty (20) parking spaces whether existing or proposed shall require a \$100.00 filing fee, plus an additional \$10.00 for each 1000 square feet of floor space.
4. All other applications shall require a \$100.00 filing fee.
5. Applications that involve mixed uses shall require the appropriate fee for each portion of the application.



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Application to the Planning Board for a Special Permit Hearing

Date: _____

Name of Applicant or Appellant: _____

Address: _____
street city/town zip code

Phone: _____

Applicant is: (owner, tenant, licensee, prospective purchaser, other)

Name of Owner: _____
if applicant write same

Address: _____
street city/town zip code

Location of Property: _____
street no. street name

Applicable Section of the Zoning Bylaw: _____

Nature of Application or Appeal: (please type or print clearly, use separate sheet if needed)

I Hereby request a hearing before the Town of Orange Planning Board, the designated Special Permit Granting Authority, with reference to the above noted application or appeal.

Signed: _____ Date: ____/____/____
Signed: _____ Date: ____/____/____
Title: _____

Received from above applicant, the appropriate sum of money pursuant to Planning Board Rules and Regulations in accordance with Chapter 40A Section 9.

Signed: _____ Date: ____/____/____

Filed with the Town Clerk

Signed: _____ Date: ____/____/____