



TOWN OF ORANGE

SPECIAL PERMIT AND SITE PLAN REVIEW FLOW CHART

Date Done:

Applicant establishes need for Special Permit (SP-\$5300 of Zoning Bylaws) and/or Site Plan Review (SPR-\$5400) by talking to Building Inspector (BI)

SP/SPR not required

Project may proceed but may need Building Permit from BI and/or permits from other Town Boards

SP/SPR required

Applicant obtains SP/SPR application from Administrative Coordinator and an abutters list from Assessors [parties in interest]

Applicant submits **completed** application to Town Clerk for filing [filing date] and Town staff notifies abutters via certified mail

Planning Board reviews SP/SPR application and BI report for required information, schedules public hearing, posts hearing

Planning Board conducts public hearing, which may include public input, continuing hearing, etc.; site visit may also be held

SP/SPR Approved

NO

YES

If no appeal filed within 20 days, Town Clerk issues certificate of no appeal

Applicant files approved Special Permit and/or Site Plan with Registry of Deeds and provides certified copy to Building Inspector who reports to Planning Board that it is registered

SPECIAL PERMIT EFFECTIVE ONLY WHEN FILED AND EXPIRES IN 2 YEARS IF SUBSTANTIAL USE OR CONSTRUCTION HAS NOT BEGUN

FEES AND OTHER EXPENSES: checks should be made payable to the Town of Orange or directly to vendor, no cash

Special Permit Application fee - \$180 plus additional fees in some cases (see attached fee schedule)

Site Plan Review fee - \$75

Certified Mail fee - varies by # of abutters

Legal Posting fee - set by newspaper

Consultant Review fee - may be required for some projects, amount is determined by consultant(s) and deposited in advance by applicant

Hearing to take place within 65 days from **filing date**, notice to be posted in Town Hall and published in the newspaper once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing (MGL Ch. 40A, §11)

Planning Board has 90 days from end of hearing to take final action, **including** 14 days from vote to file written decision with Town Clerk and mail to applicant

Applicant or aggrieved person may appeal SP decision to the appropriate court pursuant to MGL Ch. 40A, §17 by filing a complaint in court and by giving notice to the Town Clerk within 20 days of decision being filed with the Town Clerk

Applicant may re-file in 2 years after a SP denial

Appeal of an SPR decision should be made to the Zoning Board of Appeals

CONTACTS:

Orange Armory 135 East Main St., Orange

Building Inspector 978-544-1105

Board of Health 978-544-1107

Town Hall 6 Prospect St., Orange

Administrative Assistant 978-544-1100 x106

Town Clerk 978-575-1100 x101

Board of Assessors 978-575-1100 x108

Registry of Deeds: 413-772-0239

Franklin County Courthouse, 425 Main St., Greenfield

Town Clerk's office hours: Mondays through Thursdays 8am-4pm; Fridays 8am-1pm

Planning Board meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. in Town Hall