

PROCEDURES TO FOLLOW WHEN APPLYING FOR A SPECIAL PERMIT

Special permits provide for uses that may or may not be appropriate in some locations within a particular zoning district. In Chicopee, the special permit granting authority is the City Council. The Council, with input from various municipal departments, reviews each request on its own merit in consideration of the proposed land use and its compatibility with land uses surrounding the property for which it is proposed. The Council *may* deny, approve, or approve with conditions. The Council *may not* consider special permit requests for: a) a land use that is not listed in the special permit section of the zoning district ordinance governing the property for which it is proposed; b) Applicants who do not demonstrate a financial or legal interest in the property. More information about the special permit process and review standards can be found in *Chicopee City Code Chapter 275-9 thru 11*.

THE FOLLOWING STEPS MUST BE FOLLOWED FOR ANY APPLICATION FOR A SPECIAL PERMIT:

1. Obtain a copy of the application online or from the Department of Planning & Development.
2. Fill out the application form and attach seven (7) copies of any supplemental materials required by ordinance and a site plan drawn to 1:20 scale showing the following:
 - ▶ Existing and proposed lines of streets, ways, easements and public areas.
 - ▶ Proposed system of drainage.
 - ▶ Lot lines with dimensions.
 - ▶ Location of existing and proposed buildings, parking and points of access, signs and lighting, and refuse disposal areas.
3. Take application materials to the Planning Department for review. Attach any supplemental materials required by the Planning Director. *The Planning Director must sign off for completeness of application only.*
4. Take application to Building Department for review. Attach any supplemental materials required by the Building Commissioner. *The Building Commissioner must sign off for completeness of application only.*
5. Take application to the City Clerk to date stamp the application
6. Bring application materials and application fee* to the Office of the City Council. *The application must be stamped by both the City Clerk and Office of the City Council to be considered filed.*

Once these requirements including payment to THE REPUBLICAN for legal ad have been completed, a public hearing before the Zoning Committee of the City Council will be scheduled. At the public hearing, you or your agent will be required to appear and present your case.

The Zoning Committee will make a recommendation to the full City Council. The full City Council is the decision making body.

An appeal of the decision of the City Council may be taken to the Superior Court within twenty (20) days of the filing of the decision with the City Clerk.

The City Clerk will certify that the twenty (20) day appeal period has ended without an appeal being filed or if an appeal has been filed it has been dismissed or denied.

Notice of decision will be mailed to the applicant. It is the responsibility of the applicant to file this notice with the Hampden County Registry of Deeds. Special permits expire after one year if not filed. With few exceptions, special permits expire within one year if filed but not exercised. If the proposed land use also requires the issuance of a building permit or a license; no permit or license shall be issued until the applicant demonstrates the notice of decision has been filed at the Hampden County Registry of Deeds. A copy of the document with the Registry stamp is sufficient.

FEE

*\$50.00 Application Fee – Check Payable to the City of Chicopee. The applicant is responsible for paying the legal ad directly to THE REPUBLICAN. A Representative from THE REPUBLICAN will contact the applicant for payment. Non payment to THE REPUBLICAN will result in delayed hearing with the Zoning Committee.