Town Of Charlemont
SPECIAL PERMIT FLOW CHART

Completed

Applicant obtains Building Permit application and establish need for Special Permit by talking to Building Inspector

Building Permit application available at Town Hall or at the Cooperative Building Inspector Program 413-772-2026 located in the Greenfield Courthouse

Special Permit not required → Building Permit issued, may need to contact other Boards

Special Permit required ↓

Applicant obtains Special Permit application from Plan Brd secretary who sets preliminary meeting w/Plan Brd, applicant obtain abutters list from Assessors

Planning Board meets 1st & 3rd Thur of month

Applicant Submits **Completed** application to Plan Brd secretary

Application Fee = $75
Certified Mail Fee = $ 7 per abutter
Payment by Money Order, personal or bank check **No Cash**
Project Review fee may be required, decided later

Applicant takes Special Permit application to Town Clerk for filing [**filing date**] and returns it to Plan Brd secretary **ASAP**

Town Clerk located in E. Charlemont at 2023 Mohawk Trail (Hilltop Motel) across from Crab Apple Whitewater
Suggest calling the Town Clerk to arraign a meeting time

Plan Brd reviews Special Permit application, schedules hearing and post public hearing, notifies abutters

Hearing to take place 14 to 65 days from **filing date**

Plan Brd conducts public hearing, which may included site visit, public input, site review, continuing hearing etc.

Planning Board has 90 days from end of hearing to render a decision

Special Permit Approved

NO → Applicant may appeal to Superior Court, Land Court or re-file in 2 yrs

YES ↓

Within 14 days Plan Brd secretary files decision with Town Clerk

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

Applicant files Approved Special Permit with Registry of Deeds, located on 2nd floor of Courthouse, Special Permit becomes effective when filed

While at Courthouse applicant takes recorded Special Permit to Building Inspector and obtains a Building Permit

Assessors Office	413-339-8586
Building Inspector	413-772-2026
Planning Board secretary	413-339-0300
Town Clerk	413-625-6157
Town Hall	413-339-4335

Cooperative Building Inspector Program located in the Greenfield Courthouse 413-772-2026