



**Athol Board of Planning and Community Development**

584 Main Street

Athol, Massachusetts 01331

Tel: (978) 575-0301; Email: [planning@townofathol.org](mailto:planning@townofathol.org)

David Small, Chairman

**APPLICATION FOR SPECIAL PERMIT APPROVAL  
FROM THE BOARD OF PLANNING AND COMMUNITY DEVELOPMENT**

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name & Address of property owner if not the applicant: \_\_\_\_\_

Phone#: \_\_\_\_\_ Map#: \_\_\_\_\_ Lot#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Deed of Property recorded in \_\_\_\_\_ Registry. Book: \_\_\_\_\_ Page: \_\_\_\_\_

We hereby apply to the Town of Athol, Board of Planning and Community Development for:

Open Space Residential Development: \_\_\_\_\_ Flag Lot: \_\_\_\_\_ Ground Mounted Solar Photovoltaic Installation: \_\_\_\_\_

Licensed Marijuana Establishments: \_\_\_\_\_ Mill Revitalization Overlay District (MROD): \_\_\_\_\_

Location and Description of Property: \_\_\_\_\_

**I, as owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.**

Signature of Applicant: \_\_\_\_\_ Signature of Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**I certify that the owner of record above is not delinquent in payments to the Town of Athol under any circumstances per MGL Chapter 40 Section 57.**

Tax Collector: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is to be included with this form, as per Planning Board Filing Requirements and Fees  
**Seven (7) copies, collated and stapled, plus one (1) set of originals must be submitted with this form in the following order.**

1. Denial Form
2. Change of use
3. Engineering and related Site Plan Requirements, as applicable
4. Copies of any existing Orders of Conditions
5. Property Deed
6. Additional information required per applicable section of the Zoning Bylaw for which Special Permit is required
7. Application Fee

**Revised and Updated April 4, 2018**

## Board of Planning and Community Development Special Permit Application Checklist

- ☐ Denial form signed by Inspector of Buildings
- ☐ Completed Application for Special Permit Approval Form to the Planning Board
- ☐ Change of Use Application or Building Permit from which you were denied
- ☐ Engineering and Site Plan Requirements:
  - ☐ Flag Lots: Applicants shall submit Site Plan that shall meet the criteria as established in the Athol Planning Board Rules and Regulations, Section 2420 and meet requirements of Section 3.15 of the Athol Zoning Bylaw
  - ☐ Open Space Residential Design: meet requirements of Section 3.16 of the Athol Zoning Bylaw
  - ☐ Ground-Mounted Solar Photovoltaic Installations: meet requirements of Section 3.24 of the Athol Zoning Bylaw
  - ☐ Mill Revitalization Overlay District: meet requirements of Section 3.28 of the Athol Zoning Bylaw
  - ☐ Licensed Marijuana Establishments: meet requirements of Section 3.29 of the Athol Zoning Bylaw
- ☐ Copies of any existing Order of Conditions from the Conservation Commission
- ☐ Property Deed. This is the legal description of the property as recorded at the Registry of Deeds. Descriptions must include accurate and current owners' deed book and page reference. Or in lieu of the property deed, submit one of the following:
  - a. Notarized Purchase and Sales Agreement
  - b. Notarized Lease Agreement if relevant
  - c. Notarized Affidavit from the owner and/or any other owners listed on the deed. This ensures that all vested parties are aware of the actions proposed by the applicant if not the sole owner.

This form, when completed must be filed with the Town Clerk, Room #10, Town Hall Memorial Building, Athol, MA. To have the matter of the application held at the next regular meeting date of the Board of Planning and Community Development, typically the first Wednesday of the month, the Application and all required submittal materials, including Application Fee, must be received by 20 days prior to said BPCD meeting date. Please note that the Athol Town Hall is open Monday, Wednesday, Thursday 8am to 5pm and Tuesday 8am to 8pm. The building is closed on Fridays.

Received on: \_\_\_\_\_, 2018      Town Clerk: \_\_\_\_\_

Copies forwarded to the Athol Board of Planning and Community Development on: \_\_\_\_\_, 2018

The applicant hereby consents for himself/herself and his/her successors and assigns to the entry onto the property during reasonable hours by the Zoning Enforcement Officer and/or his/her designee to monitor and insure compliance with the terms and conditions issued with any/all conditions associated with approval of the submitted application.