



# Instructions for Special Permit Application

Town Of East Longmeadow  
Planning & Community Development

Special Permits are requested for certain uses, structures, or conditions and are issued by the Special Permit Granting Authority, the Planning Board. Please contact the Department of Planning and Community Development with any questions while filing a request for Special Permit.

## A Complete Application Must Include the Following Required Documents:

- **Zoning Determination** signed by the Building Commissioner (7 copies)
- Special Permit Application packet and supporting projective narrative (7 copies)
- **Property Deed and Owner Authorization Letter**, if applicant is not the property owner (1 copy)
- **Certified Abutters List** signed and stamped by the Assessor's Office (1 copy)
  - Stamped envelopes equaling the number of abutters, plus 6 (number varies)
- **Tax Collector Affidavit** signed by the Collector's Office (1 copy)
- Site Plans (1 digital copy of each and # of paper copies as indicated below)
  - Existing conditions/parking plan 11x17 (6 copies)
  - Existing conditions/parking plan 24x36 (2 copies)
  - Proposed conditions/parking plan 11x17 (6 copies)
  - Proposed conditions/parking plan 24x36 (2 copies)
- Payment for the \$250 filing fee
- **Message Therapist Only** – *Attach additional pages including the following information/documents:*
  - Description of existing and proposed use within affected premises including the names, the current residential address, telephone number, and copy of state license of each massage therapist employed by you;
  - The state license for the massage therapy salon;
  - A floor plan for the premises with portions used in connection with the massage therapist facility delineated.

## To file a request for Special Permit, Applicant will:

1. Receive a completed, signed Zoning Determination from the Building Commissioner indicating a Special Permit is needed.
2. Complete the Special Permit application packet and compile all required attachments  
**Note:** *Some fields in the application may not be applicable to some applicants. Please include a brief "project narrative" to explain your request for Special Permit.*
  - a. If the applicant is not the property owner, obtain a notarized Letter of Authorization from the property owner indicating they allow the applicant to file this request for Special Permit. Accompany this letter with a copy of the property deed (obtained online from the Hampden County Registry of Deeds)
  - b. Complete the Request for Certified Abutters List and file it with the Assessor's Office. Allow 10 business days for the Assessor's Office to email you a mailing list of all properties within 300 ft. of the subject parcel.
  - c. Bring stamped envelopes, equaling the total number of abutters plus six (6)
  - d. File the Tax Collector Affidavit with the Collector's Office. The Collector's Office will indicate whether there are any unpaid bills or taxes that would prohibit the issuing of a Special Permit.

3. Submit the appropriate number of copies of each required document and a check payable to the Town of East Longmeadow in the amount of \$250 to the Planning Department.  
**Note:** *Filing fees are non-refundable; payment for filings fees will not be accepted until the Planning Department has received completed application materials.*
4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Planning Board.  
**Note:** *attendance is required at public hearings.*

### **Before the public hearing:**

1. The Planning Department will send legal notice of the public hearing, to be advertised twice in The Reminder newspaper in accordance with MGL Chapter 40A §11.  
**Note:** *This notice is at the expense of the applicant. The Reminder will mail an invoice directly to the applicant's address provided on the application.*
2. The Planning Department will mail notice of the public hearing to the mailing list generated by the Certified Abutters List using the stamped envelopes provided by the applicant.
3. The Planning Department will circulate the application to various applicable department heads. The department heads will send any comments, questions, or concerns to the Planning Board for their review during the public hearing.

### **During the public hearing:**

1. The Planning Board will ask the applicant to provide information on their request for Special Permit.
2. Members of the public will be allowed to speak in opposition or support of the applicant's request for Special Permit.
3. The Planning Board will vote to approve or deny the request for Special Permit.  
**Note:** *requests for Special Permits may be continued over multiple public hearings of the Planning Board.*

### **After the public hearing:**

1. The Planning Department will create a formal written decision based on the approval/denial issued by the Planning Board, which will be filed with the Clerk's Office.
2. In accordance with MGL Chapter 40A §15, there will be a twenty (20) day appeal period in which any person aggrieved with the Planning Board's decision may file an appeal.
3. Following the twenty (20) day appeal period, barring any appeals, the Clerk's Office will mail the applicant a copy of the Certified Decision. The Certified Decision must be recorded at the Hampden County Registry of Deeds.  
**Note:** *Failure to record the Certified Decision at the Hampden County Registry of Deeds within six (6) months of the decision date will render the Special Permit null and void.*
4. Once recorded, Applicant must call or email the Planning Department with the Book & Page number.

**Note:** *Special Permit approval shall lapse if a substantial use thereof, or construction thereunder, has not begun, except for good cause, within 9 (nine) months following the filing of the special permit approval (plus such time required to pursue or await the determination of an appeal referred to in MGL Ch. 40A, Sec. 17, from the grant thereof) with the Town Clerk.*