



TOWN OF GRANBY

PLANNING BOARD
Senior Center Building, 2nd Floor
10-B West State Street
Granby, MA 01033
413-467-7177 Fax 413-467-2080

GUIDELINE TO FILE FOR SITE PLAN REVIEW “SPR”

(Pursuant to Section 6.3 Town of Granby Zoning Bylaws)

Submission must have:

1. Two (2) “FORM SPR” Applications completed. (NOTE: If SPR also requires a Special Permit two (2) “FORM SP” Applications must also be completed)
2. Eight (8) copies of the Site Plan.

Plan must be prepared by a registered architect, landscape architect, or professional engineer with Official Seal (unless this requirement is waived by the Board).

Applicant must comply with Zoning Bylaw Section 6.33 Required Site Plan Content

3. A certified list of abutters prepared by assessor’s office. (Prepared within three (3) months of the “effective date of submission”)
4. Filing Fee - \$200.00 & \$0.10/sq. ft. of Structures.
(Amendment to SPA \$100.00 & \$0.10 sq. ft. of Structures.
Notice to Abutters Fee \$50 & Postage (Certified & Return Receipt) Public Hearing Advertisement - Actual cost billed directly to applicant

If submission is complete, notify applicant of time and place of next Planning Board meeting and instruct applicant to file plan and other documents with the Board at that time. If the Planning Board determines that the Plan submittal package is complete it will acknowledge “receipt” of the Plan. The Applicant must then file “FORM SPR” and “FORM SP”, if applicable, with the Planning Board Clerk and a “FORM SPR” and “FORM SP”, if applicable, along with the fees, plans and documents must be delivered to Select Board office, which constitutes the “effective date of submission” and at which time the review process will begin.

THIS GUIDELINE TO BE GIVEN TO APPLICANT

DATE OF MEETING: