

SPECIAL PERMIT CHECKLIST

Applicant: _____ Application No. _____

	Action	Who	Date(s)	Notes
A P P L I C A T I O N	1. Application Filed w/ City/Town Clerk (date/time certified by clerk)	A, C		
	2. Application Filed with SPGA (forthwith, must have date/time certification from clerk)	A		
	3. Copies Sent to Other Boards (recommendations due back in 35 days after receipt by reviewing board)	B		
P U B L I C H E A R I N G	4. Hearing Date Set (must be within 65 days of filing with clerk in #1)	B		
	5. Hearing Date Extensions (written agreements must be filed with clerk)	A, B, C		
	6. 1st Notice of Hearing Published (at least 14 days prior to hearing)	B		
	7. Hearing Notice is Posted (at least 14 days prior to hearing)	B or C		
	8. Hearing Notice is Mailed (see c. 40A, § 11 for recipients)	B		
	9. 2nd Notice of Hearing Published (the week following 1 st notice in #6)	B		
	10. Hearing is Opened	B		
	11. Hearing Extensions (written extension agreements <u>must</u> be filed with clerk)	A, B, C		
	12. Hearing is Closed (starts 90-day clock on decision <u>and</u> final action in #13 & 15)	B		
	D E C I S I O N	13. Decision (must be made within 90 days of close of hearing in #12)	B	
14. Decision Date Extensions (written agreements <u>must</u> be filed with clerk)		A, B, C		
15. Final Action! (written decision and detailed record of proceedings filed w/ clerk within 14 days of decision, <u>and no longer</u> than 90 days from close of hearing in #12)		B, C		
16. Written Decision is Mailed (forthwith, see c. 40A, § 9 for recipients)		B		
17. Appeals (must be within 20 days after written decision filed with clerk in #15)		A, O, C		
18. Certification by Clerk (after 20 days has elapsed since #15 with or w/out an appeal)		C		
19. Recordation (certified written decision must be recorded at registry)		A, B, or C		
20. Substantial Use or Construction (must be commenced within 2 years or special permit lapses)		A, Z		

A = Applicant, B = Special Permit Granting Authority, C = City/Town Clerk, O = Other party, Z = Zoning Officer

This checklist was developed by the MA Department of Conservation and Recreation, Division of Water Supply Protection as an informal guide to assist local agencies (with information current as of October, 2007). This checklist, however, should not be construed or relied upon as legal advice; local boards need to consult with town counsel to obtain any legal advice and to confirm the accuracy and suitability of use of this checklist. See M.G.L. c. 40A, §§ 9, 11-17.