



**APPLICATION FOR SPECIAL PERMIT**

Date \_\_\_\_\_

The undersigned hereby applies for a Special Permit from the Planning Board.

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner, if different \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

*Attach copies of (a) most recent recorded deed and (b) tax bill or Assessors' certification.*

Deed of property recorded in Barnstable County Registry Book \_\_\_\_\_ Page \_\_\_\_\_ or  
Land Court Certificate of Title No. \_\_\_\_\_

Location and description of property \_\_\_\_\_

Mashpee Assessors Map(s) and Block(s) \_\_\_\_\_

Zoning District(s) in which property is located \_\_\_\_\_

How long have you owned the property \_\_\_\_\_

Section(s) of the Zoning Bylaw which require the permit you seek \_\_\_\_\_

Present use of property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Check one:  Applicant will send notice to abutters via certified mail, with return receipt to Mashpee Planning Board, and will provide certified abutters list.

Applicant requests that Planning Department send notice to parties in interest via certified mail, and will provide labels and certified abutters list.

Signature of Owner or Authorized Representative

\_\_\_\_\_

*Attach written authorization signed by owner.*

## SPECIAL PERMIT

### Form Requirements:

- Special Permit Form
- **Plan Copies Needed: 13**
  1. 5 Full Size for Board
  2. 8 11x17 for Board Packets
- **After Special Permit approved –**
- 4 Copies Needed:
  1. Assessors if subdivision
  2. Building Department
  3. Planning keeps 2

Please note that any road names or changes on TOWN roads are done by the Board of Selectmen. The Planning Board's authority only covers PRIVATE ways.

- SUBDIVIDING ANY LOTS – Need PB approval.
- COMBINING LOTS – Need Lawyer and Deed
- **Barnstable County Registry of Deeds**
  1. **LOGIN: tmao**
  2. **PASSWD: mad**

## SPECIAL PERMIT NOTICE OF DECISION

A copy of the *Notice of Decision* (specific form signed and dated by the Town Clerk which describes the action taken by the Board and specifies that **appeals, if any, shall be made pursuant to Chapter 40A, Section 17 of the General Laws and shall be filed within twenty days after the date of filing such notice in the office of the Town Clerk**) shall be mailed "forthwith" by regular mail to the applicant, to the parties in interest (see 3 and 4 above) and to every person present at the public hearing who requested that notice be sent to them and stated the address to which such notice was to be sent (I've never had one of those in 33+ years).

The same procedures apply to Special Permit Modifications where the Board held a public hearing and did not vote that such hearing would not be required.

A single-sided original and 4 2-sided copies of the Special Permit or Modification decision, all signed by an authorized member of the Planning Board, with said signature requiring notarization, get submitted to the Town Clerk for her signature as to the date she received it, along with a notation as to the date the *Notice of Decision* was mailed to the applicant and parties in interest. One copy, along with a set of any approved plans, stays filed with the Town Clerk. **After the 20-day appeal period has run**, the Clerk's copy and the other 4 get signed by the Town Clerk as to there not having been any legal appeal filed within the 20 days, and all 5 go to the next meeting of the Planning Board for the signature of the members who voted to approve it (at least 4 members). After those signatures, the single-sided original is provided to the applicant for recording, one copy goes to the Building Commissioner, we return one copy to the Town Clerk and we keep 2 copies for our file.

When the Board determines that no public hearing is required, notice of that vote only gets filed with the Town Clerk (by one of the 2 means noted above). A single-sided original and 4 copies of the ensuing Special Permit Modification decision, all signed by an authorized member of the Planning Board, get signed as received by the Town Clerk and one copy stays filed with the Town Clerk. Once the 5 Special Permit Modification documents are signed as received by the Town Clerk, the single-sided original is provided to the applicant for recording, one copy goes to the Building Commissioner and we keep 2 copies for our file.