

## Town of Lenox Planning Board - Special Permit Application Procedure for Filing Petitions

Please take into consideration that this process can take over five (5) weeks, so file early.

To prepare for filing your petition first secure from the Tax Assessor's Office the Map and Parcel number and the zoning for the property. This information is required on the petition form.

**Filing Fee:** A \$150.00 filing fee is due with the petition. If hearing expenses exceed this amount the Planning Board will bill the petitioner. Expenses for which petitioners may be additionally billed included legal advertising, postage, and clerical costs in support of the Board's activities on the petition. Legal notice of each hearing must be published twice in a newspaper and must be sent by First Class Mail to abutters. The Board takes care of such publication and notification.

**Who May File:** The only persons who may file a petition are the owner or owners of a property or someone with an ownership interest in the property. An example of this would be someone who has a purchase and sale agreement or a long term lease.

**Grounds for Petitions:** The Lenox Zoning Bylaw gives the Lenox Planning Board the authority to hear petitions concerning special permits under the Open Space Residential Development overlay district.

**How to File:** As per the Planning Board Rules and Regulations, a petitioner must submit to the Town Clerk the filing fee and nine (9) complete sets of:

- The petition
- Petitioner's plans
- Sketches and any other supporting documents
- All sets of drawings must be reduced to size 8 1/2 x 11

Plans submitted must be as complete as possible, including a plot plan as well as sketches drawn to scale. Plans/Sketches should show all relevant information about the proposed uses, including existing and proposed buildings, structures, parking areas, driveways, drainage, and any easements on the property.

**At the Hearing:** The Planning Board will hold a public hearing on your petition. Site visits by the Board members may be held and are scheduled at the time of the hearing.

**The Decision:** The Planning Board written decision is filed with the Town Clerk and the Land Use Office within 14 days of the vote at the hearing. A copy of the decision is thereafter mailed to the petitioner/owner. Twenty (20) days after the decision is filed with the Town Clerk, a certified copy of the NOTICE FOR RECORDING will be available at the Town Clerk's office. In order to effectuate the Special Permit, the petitioner must file this NOTICE FOR RECORDING with the Berkshire Middle District Registry of Deeds in Pittsfield.

**Appeals:** Any appeal from the Board's decision must be made within twenty (20) days of the filing of the decision with the Town Clerk.

**The Commonwealth of Massachusetts**  
**TOWN OF LENOX**

The undersigned hereby Petitions the Town of Lenox Planning Board for:

- △ A Special Permit for exception under the provisions of Section \_\_\_\_\_ of the Town of Lenox Zoning Bylaw.

To permit the following use or activity (describe proposed use or activity):

For premises:

Owner of Record \_\_\_\_\_

Address \_\_\_\_\_

Map and Parcel \_\_\_\_\_

Zones as \_\_\_\_\_

Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_

Petitioner \_\_\_\_\_

Address (Mailing Address) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_