

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 agencies need to consult with town counsel to obtain any legal advice and to confirm the accuracy and suitability of use of this checklist by that local agency.

## SPECIAL PERMIT CHECKLIST

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_

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

A = Applicant  
O = Other party

B = Special Permit Granting Authority  
Z = Zoning Officer

C = City/Town Clerk