



Received at the Office of the City Clerk

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Received by: \_\_\_\_\_

Fee: \_\_\_\_\_

CITY OF NORTH ADAMS, MASSACHUSETTS

Planning Board

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**SPECIAL PERMIT APPLICATION**

ALL REQUIRED INFORMATION MUST BE SUBMITTED BY THE APPLICATION DUE DATE OR  
THE APPLICATION WILL NOT BE PROCESSED.

1. Name of applicant: \_\_\_\_\_
2. Name of property owner (if different): \_\_\_\_\_
3. Name of legal counsel (if appropriate): \_\_\_\_\_
4. Address of project: \_\_\_\_\_
5. Zoning district(s) of project: \_\_\_\_\_
6. Use classification of project (consult use schedule): \_\_\_\_\_
7. The record title to project address stands in the name(s), address(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

by a deed duly recorded in the Northern Berkshire Registry of Deeds in Book \_\_\_\_\_ Page \_\_\_\_\_

**A COPY OF THE PROPERTY DEED MUST BE ATTACHED TO THIS APPLICATION FOR  
THE APPLICATION TO BE PROCESSED.**

8. Type of special permit:
  - a. *Use permits:*
    - Nursery schools/day care
    - Theaters, taverns
    - Shopping centers
    - Industrial uses
    - Solid waste facilities
    - Research, experimental and testing laboratories
    - Other: \_\_\_\_\_
  - b. *Site plan approval:*
    - A change of use
    - A change of land use
    - New construction
    - Addition to an existing use of a building or structure greater than 200 square feet
    - Other: \_\_\_\_\_

9. If the site plan approval is required:

- Site plan materials are attached with application. See application checklist.
- Narrative is attached. See attached checklist for criteria to be explained within narrative.
- Please check here if the property in any district\* will be creating or maintaining more than ten (10) new parking spaces. If yes, please provide detailed parking plan pursuant to Section 6 "Off Street Parking" in the North Adams Zoning Ordinance.
- Please check here if the proposed project will require additional signage. Please provide color elevation renderings of proposed signage. Please note if the dimensions, setback, duration, scale, or components of the signage will require a special permit by the Zoning Board of Appeals.
- Please check here if any part of the new construction will be sited within two hundred (200) feet of a river.\*\* If yes, please provide a drainage plan for the site that ensures that safe runoff into catch basins, culverts, swales, etc.

10. Determination of applicability from the Conservation Commission is:

- Attached
- In progress. Hearing is scheduled for: \_\_\_\_\_
- Not required. Please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Is a request for a Determination of Applicability from the Massachusetts Department of Environmental Protection necessary? \_\_\_\_\_ If yes, request was filed (date): \_\_\_\_\_

12. Are there other boards to which this proposed project would be providing information? If yes, please list board and date of hearing/meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Would you be willing to add a bike rack to the exterior of your business? \_\_\_\_\_ If yes, please show on your site plan where the bike rack would be located.

\_\_\_\_\_  
**Signature of Property Owner (REQUIRED)**  
**Application will not be processed without it.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address of Applicant

\*Excluding CBD districts

\*\*A river is defined as any natural flowing body of water that empties to any ocean, lake, or other river and which flows throughout the year. For additional information, please consult the Office of Community Development for information on the "Rivers Protection Act", Chapter 258, MGL c.131 40.



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**SITE PLAN APPROVAL CHECKLIST**

1. Provide application **filing fee** of **\$125.00 CHECK ONLY** - payable to the "City of North Adams". (This covers the legal notice and mailing of legal notice and decision notice to the abutters).
2. Provide three (3) copies of the application, which must include the "correct" book and page number, copy of the deed, title/ownership and copy of the assessor's map.
3. Provide a **detailed site plan** with exact measurements of property lines, with north point indicated with scale shown. Provide exact measurements and location of all buildings, sheds, pools, etc., on property and adjacent streets.
4. Provide **narrative** for proposed use and improvements to the building.
5. Provide interior site plan, exact measurement of space to be used, bathroom location and exits.
6. Provide signage details - sign measurements with colors and materials to be used, site location and lighting if needed. Provide a colored rendering of all proposed signage.
7. Provide exterior façade work details along with sample materials to be used along with a color sample. Provide colored rendering of the completed project.
8. Provide exterior painting details and submit paint sample/chip of color. If building is in a historical district, provide approval from the Historical Commission.
9. Provide landscaping details on location of trees, shrubs, flowers. What type and size?
10. Provide detailed site plan for parking, the number of spaces, along with designated handicap parking and employee parking.
11. Provide rubbish removal details, location of dumpster, type of enclosure and security as needed contractor pick up, how often?
12. Provide hours and days of operation.
13. Provide Conservation Commission decision if applicable.
14. Provide Traffic Commission review/decision as needed for traffic safety.
15. Provide documentation from Historical Commission if applicable.
16. Provide documentation from Board of Health if applicable.
17. Provide documentation from Licensing Board if applicable.
18. Provide exact square footage of interior space to be used for the change of use and explain in detail the "change of use."
19. Provide details on exterior lighting, the type, location on building or parking area and hours to be used.
20. Provide information on deliveries, how much, when, and where if applicable.
21. Provide letter/certificate or "proof" for the removal any underground oil/gas tanks and testing of soil for contamination.

The Decision Notice needs to be certified by the City Clerk's Office and your special permit filed with the Registry of Deeds. A copy of said filing must be provided prior to obtaining a Building Permit or Certificate of Use and Occupancy.