

SHUTESBURY 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			
		4. Hearing Date Set (must be within 65 days of filing with clerk in #1)	B			
	P U B L I C H E A R I N G		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 and final action in #13 & 15)	B		
		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			
D E C I S I O N		15. Final Action! (written decision and detailed record of proceedings filed w/ clerk within 14 days of decision, and <u>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 two (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