



Town of Wales

3 Hollow Rd

Wales, MA 01081

413-245-7571 ext.108

planning@townofwales.net

www.townofwales.net

The Planning Board guides residential and commercial development proposals through the permitting process. It reviews site plans and approves special permit applications. The board is responsible for mapping, approval of subdivision and all long term planning for the Town of Wales in accordance with the town by laws and state guidelines.

APPLICATION SUBMISSION REQUIREMENTS SPECIAL PERMIT –or- MODIFICATION OF A SPECIAL PERMIT

Pre-submission Review – It is highly recommended to consult with the Planning Board Clerk to determine what fees will be required at the time of submitting application to the Town Clerk.

Submission Packet – All application materials must be submitted to the Town Clerk, incomplete submissions will cause a delay in processing.

Submission Materials:

- **Application Form – Required** including all signatures.
- **Project Description / Narrative** – Optional but helpful.
- **Certified Abutters List – Required** – Contact the Assessor's Office.
- **Fees – Required** – includes all applicable fees outlined on the Fee Schedule. Please refer to fee schedule page. (pg. 5)
- **Copies** – Please submit (2) original copies to include all documentation including one full size plan set (24" x 36") and one reduced size set (11" x 17") and five (5) copies of pages two and three. In addition please submit material in PDF format if feasible, for larger projects this is a requirement.

Additional information and guidance can be found on the Planning Board web page at www.townofwales.net. Please contact the Planning Board Department if you have any questions. Thank you.

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APPLICATION FOR SPECIAL PERMIT – or - MODIFICATION OF A SPECIAL PERMIT

DATE: _____

APPLICATION TYPE: Please indicate the type of permit you are seeking?

New Permit: _____ Modification: _____ Date of Original Permit: _____

APPLICANT NAME: _____

Full Address _____

Phone: _____ Email: _____

Contact Person's Name: _____

Phone: _____ Email: _____

PROPERTY OWNER(S) NAME: _____

Full Address: _____

Phone: _____ Email: _____

Deed recorded in the Hampden County Registry of Deeds: Book _____ Page _____

SITE INFORMATION:

Street Address of Property(s) _____

Assessor's Map / Lot(s) and lot size of each: _____

ZONING INFORMATION: Please check all areas that apply to proposed property use.

Flood Plain District: The following uses of low flood damage potential and if causing no obstruction of flood flows shall be permitted provided they do not require structures, fill, or storage of materials or equipment.

- ☐ Agricultural
- ☐ Forestry and Nursery
- ☐ Outdoor Recreational
- ☐ Conservation
- ☐ Wildlife Management

General Rural District:

Agricultural: 4.1.4

- ☐ Nurseries, Greenhouses, Orchards, Forestry
- ☐ Storage of Equipment Used Primarily for Agriculture
- ☐ Farm stands
- ☐ Agricultural, Horticultural, Floricultural or Vinicultural Uses

Recreational Facilities 4.1.5

- ☐ Campgrounds
- ☐ Boat Storage and Rental
- ☐ Bathing Beach Serving up to 50 People
- ☐ Bathing Beach for More Than 50 People
- ☐ Golf Course
- ☐ Ski Tow
- ☐ Public Riding Stables
- ☐ Bowling Alley
- ☐ Skating Rink
- ☐ Recreational Uses

Residential Uses 4.1.6

- ☐ Single Family Dwelling
- ☐ Rental of Rooms/and or Furnishing of Board
- ☐ Duplex/Multi-Family Residential Dwellings
- ☐ Mobile Homes

Residential Accessory Uses 4.1.6

- ☐ Home Occupation
- ☐ Accessory Business Uses (professional office, handicrafts, millinery, musical instruction, antique/gift shop, insurance office, real estate office, art studio, dressmaking, hairdressing, family day care home, florists)
- ☐ Accessory Trade Use (carpenter, electrician, painter, plumber, mason, other artisans)
- ☐ Garaging & Storing of Unregistered Motor Vehicles
- ☐ Dog Kennels

Community Facilities 4.1.7

- ☐ Public Educational Use
- ☐ Church or other religious use
- ☐ Child Care Facility
- ☐ Hospital or Nursing Home
- ☐ Public Utilities
- ☐ Wireless Communication Facility

Service and Business Uses 4.1.8

- ☐ Bank of other Financial Institution
- ☐ Newspaper Office
- ☐ Data Processing
- ☐ Mortuary
- ☐ Laundromat, Dry Cleaning Establishment
- ☐ Saw, Scissors, Skate Sharpening
- ☐ Key Making Establishment
- ☐ Repair Shops
- ☐ Auto Repair
- ☐ Blacksmith
- ☐ Retail Stores with 2,000 square feet or more
- ☐ Restaurant, Bar, Theater, Hall or Club
- ☐ Hotels, Motels, lodging for more than 4 people
- ☐ Gas Station
- ☐ Veterinary Hospital
- ☐ Septic Sludge Disposal Area Establishment
- ☐ Service Establishments over 2,000 Square Feet
- ☐ Automobile Sales, New and Used
- ☐ Administrative or Clerical Offices
- ☐ Storage of Construction Equipment and Vehicle (of more than 2 axles, up to a total of 4)
- ☐ Storage of Construction Equipment and Vehicle (of more than 2 axles, above a total of 4)
- ☐ Ice Company
- ☐ Sail Making
- ☐ Adult Entertainment Establishments
- ☐ Large Scale Ground Mounted-Solar Photovoltaic Installation
- ☐ Self-Storage Facility

4.1.9

Transportation, Warehouse and Manufacturing Uses

- ☐ Manufacturing, Processing or Warehousing in a Building with less than 2,000 Sq.Ft.
- ☐ Sawmills, Lumberyards, Cordwood, Lumbering Operations
- ☐ Sand and Gravel Operations
- ☐ Aviation Field
- ☐ Uses Accessory to Uses Permitted in Connection with Scientific Research and Development or Related Fields

Town of Wales
Application for Special Permit or Modification

REQUIRED SIGNATURES

- Please Note: Both required signatures #1 and #2 must be obtained prior to submission to the Town Clerk.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

1. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER:

Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the APPLICANT AND OWNER(S) named above, hereby applies for approval of a Special Permit by the Planning Board and certifies that, to the best of the APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Wales, MA.

Applicant's Signature _____
Date: _____

Property Owner's Signature _____
Date: _____ (If Not Applicant)

2. REQUIRED SIGNATURE: TAX COLLECTOR

To be completed by the Tax Collector: The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Wales, MA.

Note: Delinquent bills must be paid in full before your application can be processed. Please make arrangements to pay all outstanding bills at the Tax Collector's Office.

Tax Collector's Office – Name (Please Print and Sign) Date

Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk. Incomplete applications will cause delays in processing.

Town Clerk Signature Date Received Time Received

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FEE SCHEDULE

All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.

The following schedule applies to applications made to the Wales Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared on the Town of Wales Webpage and at the Town Offices.

Fees – Fees with (*) are due at the time of application submission. Fees with (~) will be due before the scheduled hearing date since peer review fees vary with project size and abutter notifications may exceed \$75 minimum. Credit cards and/or cash are not being accepted.

Modifications: Applications for modifications to previously approved permits must follow the same fee schedule.

Peer Review Fees – Peer Review Fees are collected in accordance with MGL c54, §53G. Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. **Unused fees will be returned once the project is complete.**

Continuance Fee – If the applicant does not submit all changes/modifications made to an original set of plans two weeks prior to a scheduled hearing the board reserves the right to order a continuance. The applicant will be responsible for the **\$100.00** continuance fee and fees associated with advertising and abutter notification if necessary.

Approval Not Required (ANR)

* Application Fee..... \$100.00

* Lot Fee per each new lot..... \$100.00 per lot / parcel modified or created

Special Permit & Site Plan Review

* Application Fee \$200.00

* Legal Advertising Fee..... \$150.00

* Abutter Notification Fee \$75.00 (based on current mailing rates)

~ Peer Review Fee \$250.00- \$2,500 minimum – if required

Special Permit Only

*Standard Application Fee – all uses except as noted below.....	\$100.00
* <i>Large-Scale Ground-Mounted Solar Photovoltaic Installations</i>	\$1,000.00
* <i>Telecommunications Tower Application Fee</i>	\$2,000.00
* <i>Peer Review Fee (MGL c54, §53G)</i>	\$2,500.00
*Legal Advertising Fee	\$100.00
*Abutter Notification Fee	\$75.00 (based on current mailing rates)

Site Plan Review Only

*Application Fee	\$100.00
*Legal Advertising Fee	\$100.00
*Abutter Notification Fee	\$75.00 (based on current mailing rates)
~Peer Review Fee	\$250.00- \$2,500.00 minimum – if required

Subdivisions

Application Fees

*Preliminary Plan	\$250.00
*Peer Review Fee	\$2,500.00 minimum
*Definitive Subdivision Plan with Preliminary Plan	\$100.00 per lot
*Peer Review Fee	\$2,500.00 minimum
*Definitive Subdivision Plan without Preliminary Plan	\$1,000.00 plus \$100.00 per lot
*Peer Review Fee.....	\$2,500.00 minimum
*Legal Advertising Fee	\$150.00
*Abutter Notification Fee	\$75.00 (based on current mailing rates)