

TOWN OF HARDWICK
Commonwealth of Massachusetts

Planning Board, P.O. Box 575, Gilbertville, MA 01031
Phone: (413) 477-6197



Special Permit Application

Revised 10/1/2023

Fee = \$200.00

Applicant: Name _____

Mailing Address _____

City, State, Zip Code _____

Contact information (phone) _____

(e-mail) _____

Owner of Land: Name _____

Mailing Address _____

Residential Address _____

City, State, Zip Code _____

Contact information (phone) _____

(e-mail) _____

Identification of Land: Deed, Book & Page _____

Assessor's Map & Lot _____ Zoning District _____

Nature of Special Permit: (refer to Hardwick Zoning Bylaws – Section 3.0 Use Regulations)

Applicant's signature _____

Owner's signature _____

Date _____

Town Clerk's Stamp

Hardwick Planning Board

Special Permit - Information and Procedures

The Hardwick Zoning Bylaw provides for specific uses which are allowed in certain districts only upon the issuance of a Special Permit per the Use Regulations listed in the Hardwick Zoning Bylaw, section 4.0. The Zoning Bylaw and a Special Permit application is available on-line at hardwick-ma.gov or at the Municipal Office Building, 307 Main Street, Gilbertville. The applicant must submit a completed application with supporting documents to the Town Clerk as outlined below. Upon receipt of a complete application, the Town Clerk will time and date-stamp the application and notify the Planning Board. A hearing date will be set at the earliest convenience, within 65 days from receipt of complete application. The Board meets regularly on the second and fourth Tuesday of the month.

- The application must contain the following information: the applicant's name, residential and mailing address, phone number; the property owner's name, residential and mailing address, phone number; the deed book and page numbers; location of property; the Zoning District and the proposed use of the land or building requiring the Special Permit. An application fee of \$200.00 made payable to the Town of Hardwick is required with each application.
- If the application involves new construction, renovation, alteration or addition, a site plan (five copies) is required as part of the Special Permit application.
- A list of abutters (owners of property within 300 feet of the parcel(s) for which the Special Permit is requested) certified by the Hardwick Board of Assessors shall be included with the application. The applicant shall contact the Assessor to request said list, a separate fee of \$10.00 will be required. Contact information is assessor@townofhardwick.com or (413)477-6709, Monday through Thursday 8AM-3PM.
- The completed Special Permit application which includes application, completed insurance affidavit (if applicable), certified list of abutters, required plans and the filing fee shall be submitted to the Town Clerk during regular business hours as posted on Hardwick website hardwick-ma.gov or posted at the Municipal Offices. The completed application can also be left in the blue box outside the Municipal Offices Building at 307 Main Street, Gilbertville. The application will be reviewed by the Planning Board at their next meeting and a hearing date (within sixty-five days of receipt of completed application) will be set. Notification of the Public Hearing will be sent to the applicant, owner, abutters, Hardwick boards and commissions and abutting towns as well as advertised in the local paper for two weeks prior to the date of the hearing itself.
- If there are any questions, the Planning Board encourages any applicant to either contact the Planning Board via HardwickPlanningBoard@comcast.net or attend a Planning Board meeting to discuss any concerns.
- Upon completed hearing process and subsequent twenty day appeal process, the Special Permit will be recorded by the Planning Board at the Worcester Registry of Deeds at the applicant's expense of \$105. by check made out to the Town of Hardwick. The recorded Special Permit will be mailed to the applicant.