



Town of Deerfield Planning Board Site Plan Amendment Application Checklist

File # _____

Reason for Site Plan Review Amendment: _____

Site Plan Amendment Submission Requirements

- \$250 Fee
- Please include an original copy of the Site Plan Review decision and a new parking table indicating the proposed total parking spaces in the new plan and the current total of parking spaces
- Plans required: 9 copies of the previously approved site plan/map with the newly proposed one superimposed on it
- A Standard Digital File (SDF) as defined by Version 2.0 of the MassGIS Standard for Digital Plan Submittals to Municipalities and _____ a copy of the original CADD file in PDF format **plus** accompanying documents in PDF format
- Carefully read all sections of the application for procedures that you must follow.
- Please type or print all information. Incomplete and/or illegible applications will delay the application process.
- All applications must be reviewed by a staff member in the Inspections Office once completed.
- The Building Commissioner must review and sign the application, and then the original application, nine (9) hard copies, and the application fee must be submitted to the Town Clerk's Office. **Please keep a copy of the entire application packet for your own records.**
- Office Staff will create the notice of hearing.
- An official abutters list from the Assessors' Office must be obtained as required by M.G.L. Chapter 40A, Section 11. Cost for the list will be determined by the Deerfield Assessor's Office, will include the cost of 2 sets of mailing labels, and is payable to the Town of Deerfield. It is the responsibility of the applicant to pay for the cost of the abutters mailing (certified / return receipt) plus \$2.00 per piece for the cost of paper and processing. We will notify you of the final cost after we have processed your application.
- Legal advertisements will be generated by office staff and emailed directly to *The Recorder*. If the applicant supplies an email address, the advertisement will be forwarded accordingly, otherwise it will be mailed or available for pickup during regular office hours.
- Applicants pay publication costs directly to the Recorder.** Please contact Suzanne Hunter to arrange payment:
Telephone: 413-772-0261 ext. 219
Email: legalads@recorder.com
Fax: 413-774-5511
- Please allow a minimum of 14 Days plus three (3) Business days' notice to publish and pay for an advertisement as required by the newspaper. **The Town of Deerfield is not responsible if an advertisement is not published in time to hold the hearing.**

Additional Resources:

1. Town of Deerfield Bylaws (available through Town Website at www.deerfieldma.us): c. 179 Article II Use and Dimensional Regulations; c. 179 §5400- Site Plan Review; Attachment 236 1-6: Planning Board Regulations Governing Fee and Fee Schedules
2. MassGIS Standard for Digital Plan Submittals to Municipalities (Version 2.0--October 2007)

The undersigned hereby apply for a Special Permit amendment in accordance with all the rules and regulations of the Town of Deerfield Planning Board and the applicable sections of the Deerfield Zoning Bylaws

Applicant's Signature: _____

Print Name _____

Owner's Signature: _____

Print Name _____

Building Commissioner Certification: _____ **Date:** _____

Comments: _____

Town Clerk Certification: _____ **Date:** _____

FEES AND OTHER EXPENSES:

Site Plan Amendment application fee: \$250.00

Abutters List fee: Cost as determined by the Deerfield Assessor's Office payable to the Town of Deerfield + cost of 2 sets of mailing labels

Abutters Notice Mailing fee: Total cost will vary depending on the number of abutters, and will include the cost/piece for Certified Mail/Return Receipt plus \$2.00 processing costs per piece

Newspaper Publishing fee: Total cost will vary; to be paid directly to the Greenfield Recorder in-person or by phone prior to publication of legal notices

Consultant Review fee: May be required for some projects; fee to be determined by Planning Board and deposited in advance by applicant

CONTACTS:

Building Commissioner: 413-665-1400 x110
8 Conway St., South Deerfield, MA 01373

**Inspections Office
Planning Board Admin. Staff:** 413-665-1400 x108
8 Conway St., South Deerfield, MA 01373

Town Clerk: 413-665-2130 x100
8 Conway St., South Deerfield, MA 01373

Board of Assessors: 413-665-1400 x106
8 Conway St., South Deerfield, MA 01373

Registry of Deeds: 413-772-0239
Franklin County Courthouse, 425 Main St., Greenfield, MA 01301

Greenfield Recorder: Please contact Suzanne Hunter to arrange payment: Telephone: 413-772-0261 ext. 219
Email: legalads@recorder.com
Fax: 413-774-5511

Town Website: www.deerfieldma.us

HOURS AND SCHEDULES:

Building Commissioner's Office: 9:00 a.m. to 4:00 p.m. Monday through Thursday

Town Clerk's Office: 9:00 a.m. to 4:00 p.m. Monday through Thursday

Inspection Services Office: 9:00 a.m. to 4:00 p.m. Monday through Thursday
(Planning Board administrative staff in this office will assist you.)

Board of Assessors Office: 9:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday,
9:00 a.m. to 12:00 p.m. Wednesday

Planning Board Schedule: Typically meets the first Monday of each month at 6:30 p.m. in Town Hall Meeting Room. This schedule or location may change due to holidays, earlier meeting start times, extra meetings in addition to the monthly meeting, etc. Please check with the Inspection Services Office to determine the next scheduled Planning Board meeting.