

# SPECIAL USE PERMIT

## APPLICATION PROCEDURE AND INSTRUCTIONS

This is to serve as a GENERAL GUIDELINE ONLY. Refer to the Town of Sharon Land Use Code (available from the Town Clerk) for complete details as to the procedures of this process.

### STEP 1:

- A. Complete, in full, the Special Use Permit Application including the Agricultural Data Statement and Short Environmental Assessment Form, page 1.
- B. Attach the required maps and submissions (see checklist below).

### STEP 2:

- A. Submit **8** copies of the application, in full, to the Enforcement Officer. The Enforcement Officer will refer the completed application to the Planning Board Secretary.
- B. The application and request to be placed on the agenda must be received by the Planning Board Secretary a minimum of **10** business days before the regularly scheduled Planning Board meeting (meetings are scheduled on the **4<sup>th</sup> Tuesday** of every month except for holidays).

### STEP 3:

- A. The applicant, or a representative, must present his/her project to the Planning Board at the meeting.
- B. If all required submissions and information is complete, a Public Hearing will be scheduled; the applicant must be prepared to present and explain the project to the public at this hearing.
- C. The Planning Board shall make its final decision within 62 days of the Public Hearing.

## CHECK LIST OF REQUIRED SUBMISSIONS

**All submissions to be in duplicate (8 copies)**

- A.  Pre-Application
- B.  Sketch Plan as set forth in "Appendix B" of Town of Sharon Land Use Code, drawn to scale in ink, minimum sheet size of 8 ½" by 11", showing:
  - 1.  Lot size.
  - 2.  Placement, footprint and height of principal and accessory buildings and relationship to adjoining parcels and buildings thereon.
  - 3.  Location of required parking.
  - 4.  Any alterations to site.
  - 5.  Location map showing location of proposed development or project in the Town, boundaries of the tract, contiguous properties and any zoning districts and easements.
  - 6.  Existing features including existing land use, land and water areas, and other important elements of the site, such as septic systems, fields, wells, etc.
  - 7.  General layout, including lot and street arrangement, where appropriate.
- C.  Agricultural Data Statement
- D.  Short Environments Assessment Form, part 1 (part 2 to be filled out by the Planning Board)
- E.  Required Fee

