



Hubbardston Planning Board
7 Main Street, Unit #7
Hubbardston, MA 01452
978-928-1400 x209
FAX 978-928-1402

Application for Special Permit Instructions

Please review Articles 7, 8, and 9 of the Hubbardston Zoning Bylaws prior to submitting your application and before appearing before the Planning Board for your public hearing.

If Articles 8 and 9 are not applicable, you must ask for a waiver in writing.

Please include the following with your application package.

- A check for \$225.00 made out to the Town of Hubbardston for Special Permit application fee. This fee does not include the cost of legal notification and advertising as required for a public hearing. Costs for legal notification will be paid for by the applicant.
- An additional check made out to the Town of Hubbardston for the Legal notification. This amount may vary based on the length of the print ad, so the amount will be provided to the applicant once the notice is submitted to the Gardner News for posting.

The package will be considered complete only if it contains **all** of the following:

- Completed application form with sign off on taxes from Tax Collector
- Denial letter from the Building Commissioner (if applicable)
- 3 printed copies of all application materials detailing your proposal.
- A list of abutters certified by the Assessor's Department
- One set of stamped and addressed envelopes: This set must be addressed to each of the abutters. This set will be used to notify the abutters of the decision. (Place postage on all envelopes and return address should be Planning Board, 7 Main Street - Unit 7, Hubbardston, MA 01452.)
- One set of envelopes to the abutters is required for the hearing notification. These envelopes must be pre-paid Certified Mail Return Receipt Requested, with return address of Planning Board, 7 Main Street - Unit 7, Hubbardston, MA 01452.
- PDF copy of all application materials submitted to plan@hubbardstonma.us

The completed application will be presented to the Planning Board at one of the regularly scheduled meetings for acceptance.