



**Town of Washington**  
Town Hall  
8 Summit Hill Road  
Washington, Massachusetts 01223

**Instructions for a Special Permit**

1. Submit your completed application with 3 additional copies. Be sure the application includes all that is applicable to your appeal:
  - a) A description that supports the reasons for a special permit.
  - b) Elevations, drawings, etc.
  - c) A plot plan that is drawn to scale to show measurements and location of pertinent structures and any systems relating to the application (well, septic system, etc.)
  - d) Evidence that taxes are not delinquent for the property
2. File the application and copies with the Town Clerk. At the time of filing, a digital copy must also be emailed to the Planning Board contact list on the top of the form.
3. The public hearing will be posted in the Berkshire Eagle for two weeks before the hearing.
4. There is a 20 day appeals period after the public hearing. After this period, the applicant can pick up a certified copy of the decision at the Town Clerk's office.
5. The decision must be registered at the Registry of Deeds.

**NOTE:** It is usually advisable to address any wetland issues with the Washington Conservation Commission before applying for a Planning Board or Zoning Board of Appeals hearing.



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Planning Board Contact: Don Gagnon, Chair. [djgagnon99@gmail.com](mailto:djgagnon99@gmail.com)

**APPLICATION FOR SPECIAL PERMIT**

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Property Affected (Address): \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Was project/issue discussed with the Building Inspector? \_\_\_\_ Yes (Date: \_\_\_\_) \_\_\_\_ No

Subject matter of petition (Please attach additional pages as needed): \_\_\_\_\_

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Applicable to this section of Washington Zoning Bylaws \_\_\_\_\_

I hereby request a hearing before the Planning Board in reference to the above application.

The Applicant shall pay a fee of \$100. Please make check payable to "Town of Washington".  
(See instructions regarding additional fees associated with public hearing.)

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Application and Fee received by: \_\_\_\_\_

(Washington Town Clerk)