

**TOWN OF HEATH PLANNING BOARD  
SPECIAL PERMIT PROCESS  
Steps for obtaining a Special Permit**

1. **Applicant** obtains a copy of the Heath Zoning Bylaw and Subdivision and Wetland Regulations. Available at the Town Hall.  
(Section 6 provides general information on the Special Permit process.)
2. **Applicant** contacts the Chair of the Planning Board (check Town website for contact information) prior to the next scheduled meeting and explains the proposed project. The Chair can assist applicant in deciding what course of action is appropriate and what materials (such as a site plan or impact statement) may be needed.
3. **Applicant** obtains a Special Permit application from the Town Clerk or administrator.
4. **Applicant** obtains a certified list of abutters' names and addresses from the Assessors' Office. **Applicant** fills out the application and files it, the abutter information, and appropriate supporting materials with the Town Clerk and Planning Board. There is a \$250 deposit, payable to the Town of Heath. This fee covers the publication of legal ads, postage for the mailings to abutters in the paper and the fee for the abutters list. If costs to the town exceed this amount, the applicant must pay the difference before the Special Permit is issued.
5. **The Chair** will advise the applicant of the next Planning Board meeting, during which your application is scheduled for discussion. **Applicant** must bring the abutters list so that the Planning Board can notify them.

**What Happens Next?**

Abutters are notified by mail. A project announcement runs in the newspaper on two successive weeks. Subsequently, within 65 days of filing, a Planning Board hearing is held.

No more than 90 days later, the Planning Board renders a decision.

If no appeal has been filed, the special permit shall take effect 20 days after the decision has been filed with the Town Clerk. If denied, you have a right to appeal to the Zoning Board of Appeals.

The Planning Board will file a copy of the decision with the Town Clerk, retain a copy in its own files and mail a copy of the decision to the applicant and owner, the abutters, and other interested parties.

**Applicant** provides the Town Clerk with a check (currently \$75) made out to the Registry of Deeds. The Town Clerk mails the approved special permit to the Registry. The permit is not in effect until this is done.