

***Town of Ludlow***  
***Office of the Planning Board***  
488 Chapin Street  
Ludlow, MA 01056  
Phone: 413-583-5624 Ext. 281  
Fax: 413-583-5603



## **PLEASE READ CAREFULLY**

### **INSTRUCTIONS FOR SITE PLAN AND/OR SPECIAL PERMIT**

The applicant must follow the requirements listed in the Town of Ludlow Zoning Bylaw for new or existing structures.

#### **THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE PLANNING BOARD:**

1. **SITE PLAN.** Eight (8) prints\*. If the registered site plan is waived, a site sketch is required.  
  
\*In the case of a special permit/home occupation, only **ONE** site plan is required along with a photograph of the front of the house and parking area.
2. **LIST OF ABUTTERS.** This list must be obtained from the Assessors' Office.
3. **APPLICATION FEE.** The application fee must accompany the application. Checks should be made payable to the Town of Ludlow. See the current fee schedule in force at the time of application.
4. **APPLICATION.** In the case of a special permit, THE APPLICATION MUST BE DATE STAMPED IN THE TOWN CLERK'S OFFICE *BEFORE* SUBMITTING TO THE PLANNING BOARD.
5. **A COPY OF THE DEED TO THE PROPERTY.**

A public hearing shall be held within sixty-five (65) days, from the date of filing of such plans. After due consideration of the recommendations received, the Board shall take final action within 90 days from the time of hearing.

**Special Permit/Home Occupation: Business Certificates are only given from the Town Clerk once the Planning Board approves and signs the Special Permit.**