



STAFF TECHNICAL REVIEW GROUP

The Staff Technical Review Group functions only as an advisory group to applicants and the Town's regulatory boards. All final decisions and conditions are the purview of the permit granting authority.

The purpose of the Staff Technical Review Group is twofold. First, the group assists applicants and potential applicants through the Development Review and Permit process by:

- identifying Town and State Regulations that apply to the project;
- identifying site design issues that are of concern and discussion of potential solutions; and
- identifying permits that will be required and the process for obtaining them.

Secondly, the group assists the Town's regulatory boards by coordinating internal departmental reviews.

Based upon the complexity of the proposed project, the Principal Planner/Permits Manager or the Inspector of Buildings may recommend a meeting with the Staff Technical Review Group. This allows prospective applicants to discuss proposed developments and receive input prior to officially submitting permit applications. In an effort to make these meetings as productive as possible, it is highly recommended that a preliminary plan or conceptual plan be submitted at least one week prior to the scheduled meeting. This will enable Town staff to conduct a preliminary review. The more detail contained on the plan, the more productive & informative the meeting will be.

Upon completion of the meeting, the Principal Planner/Permits Manager will prepare a summary report outlining the issues discussed and permits to be obtained. This report will be forwarded to the project proponent and to the regulatory boards that have jurisdiction over the project.

The Staff Technical Review Group consists of the following Departments and Individuals:

Building & Inspections Department:	Inspector of Buildings
Department of Public Works (DPW):	Engineering Superintendent
Fire Department:	Fire Prevention Officer
Health Department:	Director of Health
Planning Department:	Principal Planner/Permits Manager
	Conservation Agent
Licensing Commission representation	

The following documents are available for purchase:

- Guide to Development Permits
- Greenfield Zoning Ordinance
- Zoning Map
- Subdivision Regulations

Copies are available at the following locations:

Department of Planning and Development,
Town Hall, 14 Court Square, 413-772-1548
and

www.townofgreenfield.org/1planoffice/pdfs_planoffice.php

(PDF versions of the documents can be downloaded at no cost)

The State Building Code can be found online at:

http://www.mass.gov/?pageID=eopsterminal&L=4&L0=Home&L1=Consumer+Protection+%26+Business+Licensing&L2=License+Type+by+Business+Area&L3=Home+Improvement+Contractor&sid=Eeops&b=terminalcontent&f=dps_bbrs_building_code&csid=Eeops



STARTING A NEW BUSINESS IN GREENFIELD????

This brochure is not all inclusive with regard to the necessary approvals, permits and licenses that may be required for a particular project but does provide a basic overview of the development review and permitting process. Prior to proceeding with a development proposal, the "Guide To Development Permits" should be referred to.

Potential Permits through the Town of Greenfield

- Special permit
- Sign permit
- Variance
- Request for Determination of Applicability
- Notice of Intent
- Access Permit
- Excavation Permit
- Sewer Permit
- Water Permit
- Stormwater Permit
- Demolition Permit
- Building Permit
- Occupancy Permit
- Electric
- Gas
- Plumbing
- Title V
- Food Retailers Permit
- Well Construction
- Motor Vehicle License
- Soil Removal License
- Common Victualler
- Business Certificate
- Oil burner inspections
- Sprinkler/fire alarm installs or upgrades
- Storage of hazardous materials

Potential Permits through the State of Massachusetts

- Curb Cut Permit
- Massachusetts Environmental
- 401 Water Quality Certification
- Forest Cutting Permit
- MA Endangered Species Act (MESA)

Preliminary Research and Contacts

Before spending a large amount of time and money developing a project proposal, you should first contact the Principal Planner/Permits Manager. The Principal Planner/Permits Manager will be able to tell you if your project meets the Town's regulations, what permits are needed, and approximately how long the process will take. The feasibility of your project is largely based upon the Greenfield Zoning Ordinance, the State Building Code, Massachusetts Wetlands Protection Regulations and the Greenfield Wetlands Protection Ordinance. Therefore, it is recommended that you review these documents.

Overview of Development Permits

There are five major categories of development permits:

- 1. Zoning:** The Greenfield Zoning Ordinance indicates where particular uses are allowed and which development projects require site plan approval, special permits, variances and Major Development Review.
- 2. Wetlands:** In accordance with the Massachusetts Wetlands Protection Act, MGL Chapter 131, Section 40, and Greenfield's Wetlands Protection Ordinance, projects may require permits issued by the Conservation Commission to ensure protection of wetland resource areas.
- 3. Subdivision:** The Greenfield Subdivision Regulations in accordance with the Massachusetts Subdivision Control Law, MGL Chapter 41, Sections 81K-81GG, outline the necessary permits required for the dividing up of individual lots.
- 4. Building:** The Greenfield Zoning Ordinance indicates that prior to the construction or alteration of a structure, the Inspector of Buildings must issue a building permit based upon 780 CMR, the State Building Code.
- 5. Related:** Under local, state and federal laws, various licenses, permits and approvals related to the development project may be required.

Business Certificate

A frequent mistake many business owners in Greenfield make is that they receive all permits they need from various town departments to allow their business but they never file a business certificate with the Town Clerk. A Business Certificate is a local registration of a business that is conducted within the City of Greenfield. It is commonly referred to as a "d/b/a/ form" or "Doing Business As" form. Its purpose is primarily for consumer protection and public information purposes. Massachusetts General Law Chapter 110, section 5 states that any person conducting business under any title (business name) other than the real name of the person conducting the business must file a certificate. A person is defined as an individual, a partnership or a corporation. The law states that violations will be punished by a fine of not more than three hundred dollars for each month during which the violation continues.



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DETERMINING THE REQUIRED PERMITS for a DEVELOPMENT PROJECT

Depending upon the specific characteristics of the project and the site such as use, location, scale and wetlands, a simple project may require only a building permit while a more complex project may require several different types of permits. It is important to check with the Principal Planner/Permits Manager early in the design process to determine which permits will be required. The following list of questions will be helpful to discuss with the Principal Planner/Permits Manager to determine the types of permits required for a development proposal.

1. Which sections of the Zoning Ordinance apply?

- In which zoning district is the project located?
- Is the project allowed by right or does it require a special permit, variance or zoning change?
- Is the project located within a special overlay district?
- Does the project require site plan approval? If so, from which reviewing authority?
- What dimensional, parking, landscaping, signage or other site design criteria apply to the project?

2. Do the Greenfield Subdivision Regulations apply?

- Are any new lots or roads being created?
- Are any existing property boundaries being changed?

3. Are there other uses of the site that may require related development permits?

- Is the project on Town sewer and water or will a septic system or well be needed?
- Is the project located on a state highway or will it have access onto a state highway?
- Will hazardous materials be stored or used on the site?
- Will the property be logged?
- Will the project trigger any of the Massachusetts Environmental Protection Act (MEPA) thresholds?
- Is the project located within an Estimated or Priority Habitat of Rare Species?

4. Does the Wetlands Protection Act or Town of Greenfield's Wetlands Protection Ordinance apply?

- Is the project located in or within 100 feet of a stream bank, bordering vegetated wetland, land under water, stream or water body, or land subject to flooding?
- Is the project located within 200 feet of any stream, river, creek or brook that runs year round?



BE AWARE THAT YOUR PROJECT MOST LIKELY REQUIRES SITE PLAN REVIEW

Purpose

The purpose of Site Plan Review is to ensure that new development meets the requirements of the Zoning Ordinance and is designed in a manner that reasonably protects the safety, visual, environmental, and aesthetic qualities of the neighborhood and the Town.

Site Plan Review is done by either the Inspector of Buildings, Planning Board, or Zoning Board of Appeals.



Projects Requiring Site Plans

Most uses require site plans including the creation, expansion, substantial alteration, or change in use of:

- All uses requiring a special permit;
- Any business, commercial, industrial, or institutional use (except home occupations not requiring a special permit);
- Any residential use of two (2) or more units including subdivisions;
- Any site containing more than one (1) principal use.

THE PERMIT PROCESS

The following outline is a chronological step-by-step explanation of the permit process:

- Contact the Principal Planner/Permits Manager to schedule a preliminary consultation.**
 - Identify local, state and federal permits that will be required.
 - If appropriate, meet with the Staff Technical Review Group to discuss details of the project.
 - Principal Planner/Permits Manager will assist with the filing of applications.
- Submit conservation permits to the Conservation Agent and zoning and subdivision applications to the Principal Planner/Permits Manager for determination of completeness prior to submission to the Town Clerk for certification.**
 - Completed application form.
 - Appropriate filing fee.
 - Appropriate number of copies of all plans and supporting documentation.
- Attend public hearing or administrative review to present the proposed project.**
 - Inspector of Buildings
 - Conservation Commission
 - Planning Board
 - Zoning Board of Appeals
- A decision is made by the Conservation Commission, Planning Board, Zoning Board of Appeals and Inspector of Buildings on zoning, wetland, subdivision, and building permits.**
- If necessary, record permits at the Registry of Deeds after the specified appeal period. Required for:**
 - Special Permits and Variances
 - ANR's and Definitive Subdivision Plans
 - Orders of Conditions
- Apply for all other development related permits, approvals and licenses.**
 - Department of Public Works
 - Board of Health
 - Fire Department
 - Board of License Commissioners
 - State & Federal
- Upon receiving all necessary permits, approvals and licenses, apply to the Inspector of Buildings for a Building Permit. Building permit applications are not deemed complete unless they include building plans, a plot plan, and copies of permits**
- Schedule the required inspections during construction.**
 - Electric
 - Gas
 - Construction (including but not limited to, footing inspection, foundation inspection, rough inspection, insulation inspection, final inspection and special inspections)
 - Plumbing
 - Elevators
 - Wetlands
- Upon completion of construction:**
 - Apply to the Conservation Commission for a Certificate of Compliance for projects involving wetlands.
 - Apply to the Planning Board for a Certificate of Completion for subdivision roads and utilities
 - Apply to the Inspector of Buildings for an Occupancy Permit.
- File a Business Certificate with the Town Clerk's office**

