



## **SPECIAL PERMIT AMENDMENT CHECKLIST**

**CITY OF WORCESTER PLANNING BOARD**  
455 Main Street, Room 404, Worcester, MA 01608  
Phone 508-799-1400 x260 - Fax 508-799-1406

### **STEP 1: SUBMIT AN APPLICATION PACKAGE INCLUDING AN ORIGINAL, A DIGITAL, AND FIFTEEN (15) STAPLED COPIES OF THE FOLLOWING IN THIS ORDER TO THE DIVISION OF PLANNING & REGULATORY SERVICES (DPRS):**

- A. New Zoning Determination Form
  - Form is provided by the Division of Code Enforcement located at 25 Meade Street.
  - Form must be signed by an authorized Code Enforcement staff member. There is no fee for the zoning determination form.
- B. Letter explaining what the proposed changes are.
- C. New Application
  - A new application with original signatures by all petitioners.
- D. New Certification of Tax/Revenue Collection Compliance
  - All current owners of subject property and applicants must certify that all local taxes, fees, assessments, betterments, or any other municipal charges of any kind are current with the City Treasurer's Office.
- E. New Certified List of Abutters
  - The original, signed by the Assessor (City Hall Room 209).
- F. New Plan of Land depicting changes - See new application checklist for requirements.
- G. Original Decision
  - Copy of the original decision for the original approval that was filed with the City Clerk.
- H. Original Plan of Land
  - Plan from original approval. You may use a reduced copy (11 x17).
- I. Original Rendering, if any
- J. New Rendering, if any changes to original

### **STEP 2: ALONG WITH THE APPLICATION PACKAGE, SUBMIT THE FOLLOWING TO DPRS:**

- A. Two Sets of Stamped Envelopes with Assessor's Address Labels for abutters and the applicant.
  - Create two (2) separate sets of stamped envelopes with Assessor's abutters' address labels obtained from the Assessor's Department (see above).
  - Include two stamped, addressed envelopes for each applicant.
  - The return address on the envelopes should be: City of Worcester, Division of Planning; 455 Main Street, Room 404; Worcester, MA 01608. (Please note: This office has a return address stamp for your convenience if you wish to use it.)
  - These envelopes will be used by DPRS to send notices of the public hearing and outcome.
- B. Appropriate fee (consult application fee schedule). Please make checks payable to the City of Worcester.

C. **Digital Copy.** All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office. All electronic files must be in the following format:

- ❑ Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board Special Permit)
- ❑ Minimum resolution of 200 dpi
- ❑ No single file should be greater than 50 MB (collections may be broken into separate files)

Exceptions:

- ❑ Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- ❑ Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.

D. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist us in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.



**STEP 3: FILE ORIGINAL APPLICATION WITH THE CITY CLERK** (2<sup>nd</sup> floor, City Hall). Your application must be processed by the Division of Planning & Regulatory Services before filing with the City Clerk.

**Do Not Submit These Pages – For Your Information Only**