

**APPLICATION FOR SITE PLAN REVIEW AND BUILDING PERMIT**  
**Planning Board and Building Department**  
**Tolland, MA 01034**

**Instructions**

**Applicant Responsibilities:** File Application for Site Plan Review and Building Permits in accordance with the provisions of Section VIII A.2 of the Tolland Zoning Bylaw.

**For Site Plan Review and Approval by Planning Board at scheduled Planning Board Meeting**

1. **Complete Section I: Site Information on Application for Site Plan Review and Building Permit.**
2. **File complete submission** with the Tolland Planning Board (Special Permit Granting Authority) with Filing Fee. *Submission by Certified Mail to the Planning Board Chair is recommended to ensure receipt.*

**Include:**

- a. **Two (2) Copies of the Site Plan** showing property borders, all existing and proposed buildings, driveways, accessory structures, septic/well locations. **Recommended:**
  - i. scale of 1"=40'0"
  - ii. paper size to be no larger than 18" x 24"
  - iii. pencil on paper.
- b. **Filing fee of \$20.00.** Check made payable to Planning Board, Town of Tolland.

**For Building Permit (following receipt of Site Plan Approval by the Tolland Planning Board**

1. Complete Sections 2 through 6 of **Application for Site Plan Review and Building Permit.**
2. Meet with Building Inspector to review plans and schedule required site inspections.

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**To be completed by Planning Board**

Site Plan Approved: Date \_\_\_\_\_ Signature: \_\_\_\_\_

**To be completed by Building Inspector:**

\_\_\_ Site conforms to Site Plan Application Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Building Permit Application Approved Signature \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_ Issued: \_\_\_\_\_

**SECTION 1: Site Information: To be completed for Site Plan Review with Planning Board. Site Plans must be attached.**

Property Address \_\_\_\_\_ Assessors Map Number \_\_\_\_\_ Parcel Number \_\_\_\_\_

Owner's Name \_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Building Setbacks (ft.) Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Back \_\_\_\_\_

Other \_\_\_\_\_

**SECTION 2: Construction Services**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Address \_\_\_\_\_

email: \_\_\_\_\_

Licensed Construction Supervisor \_\_\_\_\_ MA. License # \_\_\_\_\_

Home Improvement Contractor \_\_\_\_\_ MA. License # \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Dates: LCS \_\_\_\_\_ HIC \_\_\_\_\_

**SECTION 3: Description of Proposed Work (Check all applicable)**

New Construction \_\_\_\_\_ Existing Building \_\_\_\_\_ Modular \_\_\_\_\_ Other \_\_\_\_\_

Repair(s) \_\_\_\_\_ Alteration(s) \_\_\_\_\_ Addition \_\_\_\_\_ Foundation \_\_\_\_\_

Deck \_\_\_\_\_ Porch \_\_\_\_\_ Dormer(s) \_\_\_\_\_ Ramps \_\_\_\_\_ Garage \_\_\_\_\_ No. of Bays \_\_\_\_\_

Increase Size of Living Space \_\_\_\_\_ Location \_\_\_\_\_

**SECTION 4: Description of Proposed Work: Square Feet (Sq. Ft) and Fee**

Proposed Use of Building \_\_\_\_\_ Estimated Total Construction Costs \$ \_\_\_\_\_

Building Size: Overall Sq. Ft. \_\_\_\_\_ 1st Floor \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_

2nd Floor \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_ Other \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_

Other \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft TOTAL SQUARE FEET \_\_\_\_\_ X Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**Building Description**

Number of Floors:	Number of Rooms:	Number of Bedrooms:
Number of Baths:	Basement: Sq. Ft.	Crawlspace: Sq. Ft

**Type of Construction**

Concrete:	Thickness	Block:	Size:	Piers:	Size
Posts:	Size	Other:		Fireplace:	
No. Chimneys:		Chimney Material		Roof Material	
No. Flues:		Wood Stove:		Pellet Stove:	
Modular Home:		Log Home:			
Manufacturer:		Address:		Phone	

SECTION 5: Required Documents and Plans	Yes	No
A. One set of Site Plans approved by Planning Board & completed Site Plan Checklist	_____	_____
B. Two sets of Complete Building Plans	_____	_____
C. Homeowners Exemption Form (when not using Mass. licensed contractor)	_____	_____
D. Wood Stove Installation Application (when relevant)	_____	_____
E. Certificate of Water (New Homes Only)	_____	_____
F. Driveway and Drainage Application (Signed by Highway Superintendent)	_____	_____
G. Conservation Commission Approval Form signed by Conservation Commission	_____	_____
H. Wetlands Inspection Application if requested by Conservation Commission	_____	_____
I. Sewage Disposal System Plan Approved by Health Agent	_____	_____
J. Workers' Compensation Insurance Affidavit (M.G.L. c152 s25C(6))*	_____	_____

\*Permit will be denied without this Affidavit.

**SECTION 6A: Owners' Authorization:** To be completed when Owner's Agent or Contractor Applies for Building Permit.

I, \_\_\_\_\_ as Owner of the subject property, hereby authorize  
 \_\_\_\_\_ to act on my behalf in all matters relative to work authorized by  
 this building application

OWNER Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 6B: Owner or Authorized Agent Declaration:**

I \_\_\_\_\_ as Owner/Authorized Agent hereby declares that the  
 statement and information on the forgoing application are true and accurate, to the best of my knowledge and belief.

**Signed under the pains and penalties of perjury:**

Print Name: \_\_\_\_\_

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_