

TOWN OF TOLLAND
BUILDING PROJECT CONTROL SHEET
FILLABLE FORM

Applicant Name:
Project Type (e.g. New Construction, Deck, Addition) etc.
Project Location:
Email:
Phone: Cell Phone:
Mailing address:

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INSTRUCTIONS

Applicant

1. Is responsible for obtaining ALL required approvals (with signatures). The applicant must deliver/mail the form and obtain signatures. The approving official/committee will mail/give their approved copy to the applicant who must then assure its delivery to the next official/committee on the form. **Note: The approval officials/committee will NOT delivery to other officials/department.**
2. May obtain physical Approval Authority signatures on document or submit electronically by email.
3. Complete Applicant and project information above. Place cursor to right of each field. Type information.
4. Save completed document with the following file name format for emailing:
yourname_Approvals_date.doc
5. Email Control Sheet to Approving Officials in sequence to review, approve and initial. Instruct official to return to you or forward to next Approving Official.
6. Submit completed approved worksheet with Building Permit application to Building Inspector

Approving Official

1. Approving Official must review and approve each requirement on paper form OR must fill information in each required cell if emailed.
2. Approving Official may email control sheet to the next department on the list OR return by email to Applicant for further distribution based on Applicant instructions.

Building Inspector: Eric Munson, Jr. (413) 258-4590 or email: buildinginspector@tolland-ma.com
or send to Building Inspector at Tolland Town Hall, 241 Main Rd, Tolland MA 01034

	Approval Authority	Requirement or Reason for Denial	Date (mm/dd/y)	Yes	No	Initials
1	Assessor					
	assessors@tolland-ma.com	Approved Building Lot				
		Map and Lot #				
2	Tax Collector					
	selectmen@tolland-ma.com	Outstanding Taxes				
3	Highway Superintendent					
	dpw@tolland-ma.com	Driveway Permit Issued				
		Street Address Issued				
		Mass. Highway Approval Required				
4	Planning Board					

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	planningboard@tolland-ma.com	Site Plan Approved				
		Waived				
	Reason for Denial					
		Requirement/Reason for Denial	Date	Yes	No	Initials
5	Board of Appeals (if appeal filed by property owner)					
	zba@tolland-ma.com	Special Permit Application				
		Zoning Variance Request				
		Town Clerk Application for Appeal				
		Application to Board of Appeals by Town Clerk				
		Abutters List Provided				
		Public Hearing				
		Application Approved				
		Reason for Denial				
6	Conservation					
	conservation@tolland-ma.com	Notice of Intent Required				
7	Health Department					
	healthagent@tolland-ma.com	Approval				
8	Building Department					
	buildinginspector@tolland-ma.com	Building Permit Application Received				
		Building Permit Application Approved				

Approval Authority comments, if any. Use initials.