

Permitting Guide

Town of Monson, MA

A how-to manual for residents, business owners,
developers, contractors and consultants



December 2018

Prepared For

The Town of Monson in consultation with the Monson Town Planner and the Technical Review Committee, including the following individuals:

Evan Brassard, Town Administrator
Daniel Laroche, Town Planner
John Moran, Building Commissioner/Zoning Enforcement Officer
Craig W. Jalbert, Superintendent, Water & Sewer Department
Stephen Kozloski, Chief of Police
Laurent McDonald, Fire Chief
Monson Conservation Commission

Prepared By

The Pioneer Valley Planning Commission

This project was made possible by funding from District Local Technical Assistance, an annual program funded by the Legislature and the Governor through a state appropriation. Project staff for this report include the following individuals:

Becky Basch, Senior Planner
Susan Westa, Senior Planner
Desirae Valentin, Intern

December 2018

Contents

How to Use this Guide 2

The Permitting Process: An Overview 2

 Application Components 2

What Kind of Permits Do I Need? 3

Land Use Conformance 4

 Zoning Bylaw 4

 Site Plan Review (process flow chart) 5

 Special Permits (process flow chart) 6

 Single Family Dwellings 7

 Subdivision Regulations 8

 Applying for a Variance 9

 Filing for an Appeal 9

 Conservation Commission Review 10

State Permits 11

Federal Permits 12

Frequently Asked Questions 13

Common Permits and Licenses 14

 One- and Two-Family Homes 14

 Residential (Multi-Family and Subdivision) 16

 Commercial and Industrial 17

 Business Licenses and Permits 18

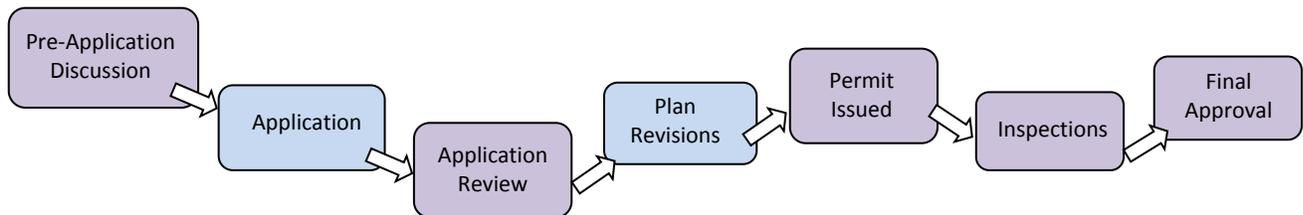
Monson Boards and Departments 20

How to Use this Guide

The Monson Permitting Guide provides an overview of the permit review process in the Town of Monson for a variety of different project types. You will find in this guide an organizational chart showing the different town departments and boards and their roles in the permit process, a quick reference chart for the types of permits that may be needed, flow charts of the various permitting processes; a list of Town departments and boards with contact information, office hours, and links to the forms administered by each department; and a list of fees. The Town recognizes that the permitting process can be confusing and sometimes daunting. And, while we did not provide a flow chart for every type of development project, we hope that the Guide will provide enough of an overview that you know who to contact and an estimate of how long the process is likely to take depending on the requirements as laid out in the Town's existing regulations. **This document is only a guide, however, and does not supersede any of the laws, regulations, or bylaws that have been formally adopted by the Town.**

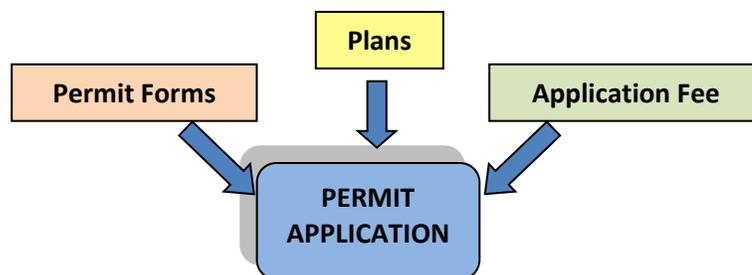
The Permitting Process: An Overview

The graphic below shows the general process for many permits that are required for more complicated development projects. Some projects, such as single-family homes that are not located in historic districts or near wetlands, may only require a building permit and final inspection. Others may require approval by multiple departments and boards before a building permit can be issued. We strongly encourage all applicants to meet with the building department and consult with all other appropriate departments and boards throughout the permitting and inspection process as department requirements may affect final plans. Furthermore, since every project is unique, the application for your project may not match what is found in this guide. We encourage applicants to consult with the building department staff or town boards prior to submitting your application to confirm that you are submitting the required plans and forms.



Application Components

While every application is different based on the type of permits, the following items are typically required for all development permits.

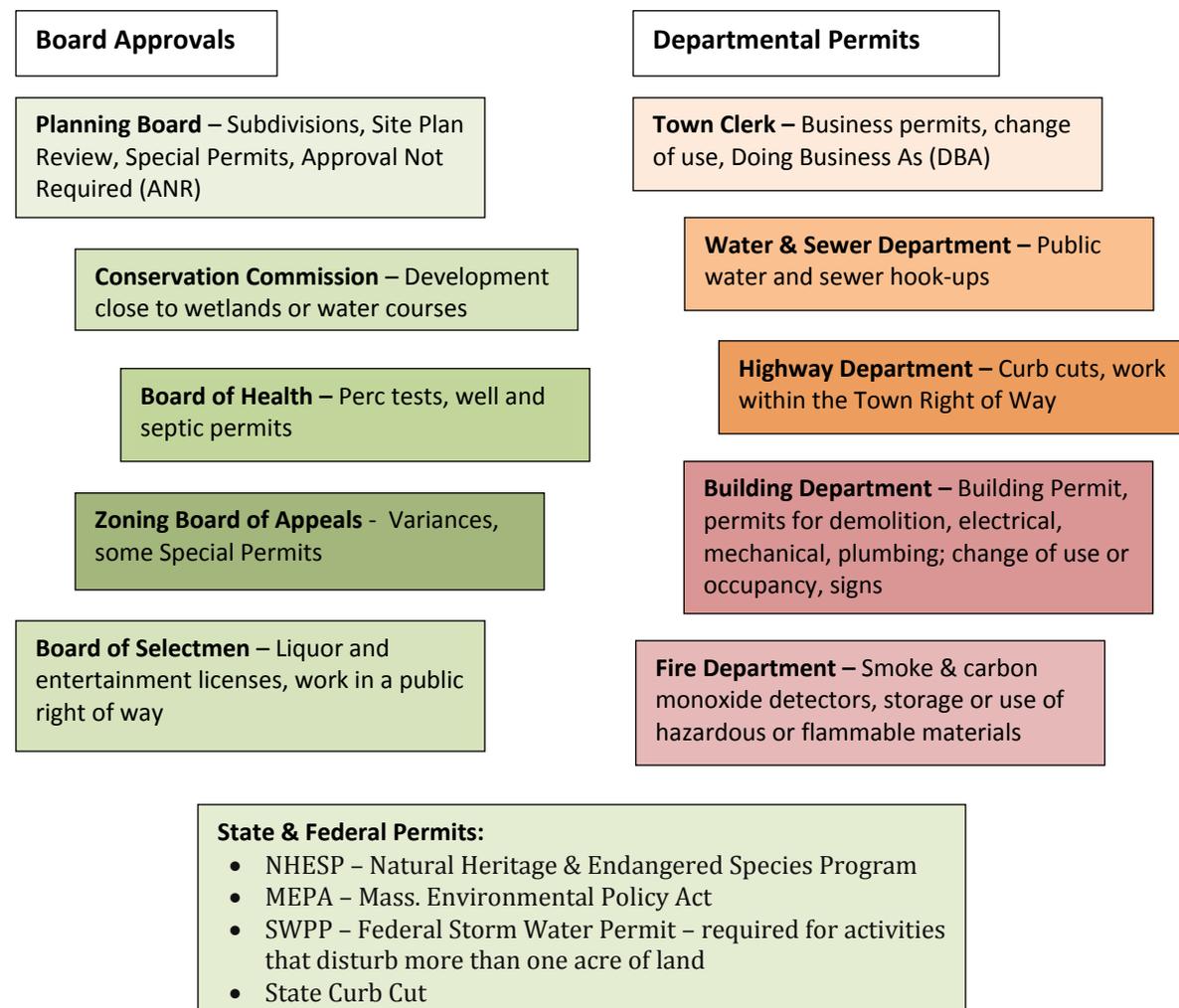


What Kind of Permits do I need?

Some permit applications require visits to several departments within local government, and review by several boards. For projects which involve development of land or change in use of a structure, the best place to start is with the **Town Planner**. The Planner will review the zoning district in which your property is located, and will advise you as to which forms you will need to fill out and will direct you to the regulations that apply to your project.

For larger or more complex developments that require review and approval by a number of boards (projects requiring Site Plan Review and/or a Special Permit), a **Pre-Application Meeting** with the Technical Review Group (the Town Planner, Building Commissioner, Town Administrator and representatives from the Fire & Police Departments, Board of Health, Water & Sewer Department, and Highway Department) is highly recommended. This allows the boards to provide feedback before final plans are developed.

Plan review and applications for permits from Town departments may happen concurrently, but a final building permit cannot be issued until all other approvals have been obtained. Similarly, a zoning permit cannot be issued until all permits have been obtained.



Land Use Conformance

Land use and development is controlled by the Monson Zoning Bylaw, the Subdivision Regulations, and the Massachusetts Wetlands Protection Act. Conformance review for each requires a different process. In addition, all projects require a Building Permit to comply with the Massachusetts Building Code.

Zoning Bylaw

The Monson Zoning Bylaw promotes the public health, safety, and welfare of the Town by regulating the way land is used in the town. The Bylaw consists of two components: the [Zoning Map](#), which divides the Town into various geographic zoning and overlay districts, and the [Zoning Bylaw](#), which detail the regulations applying to those districts.

Several types of regulations are contained within the Zoning Bylaw:

Use Regulations –the types of uses permitted in each district. Some uses – home occupations, accessory apartments, cell towers, for example – have additional regulations described in Section 6.0 (Special Regulations).

Dimensional & Density Regulations –spatial qualities of land use, such as frontage, lot sizes, permitted height, and setbacks of structures within lots for each district.

Overlay District Regulations – modifications or additions to underlying zoning regulations for specific purposes, such as floodplain and water supply protection. These apply to specific “overlying” geographies, mapped or described.

Performance Standards - standards for lighting, noise, odor, storm water runoff, erosion control, water quality, explosive materials, screening and buffer requirements that must be met in all districts

Special Regulations – regulations specific to certain uses such as multi-family dwellings, elderly housing, open space communities, accessory apartments, earth removal, commercial development, mixed use projects, solar and wind energy projects, medical marijuana dispensaries, and wireless telecommunication facilities.

Zoning Review is required for any change of use or physical changes to a site or the exterior of a building. Single family residential dwelling units may be permitted by the Building Inspector without the need for review by the Planning Board. The basic level of review by the Planning Board is for developments that require Site Plan Review according to the Schedule of Use Regulations (see Appendix A. The Board must approve a Site Plan Review as long as it meets all zoning regulations.

The Bylaw requires a Special Permit for many uses or developments, in addition to a Site Plan Review. Special Permits are discretionary and may be conditioned or denied by the Planning Board or the ZBA. If your project requires a Site Plan Review and/or a Special Permit, it is important to speak with the Town Planner, who will guide you through the process.

The following charts show the development review process required for Site Plan Review and/or Special Permits and for Single Family Dwellings. These are followed by an explanation of the processes for Conservation Commission Review and for Subdivisions. As noted above, some projects will require review by multiple boards and permits from multiple departments.

SITE PLAN REVIEW

PRE-APPLICATION: Consult Zoning Bylaw; meet with Town Planner and/or Technical Review group to discuss project.

FILE APPLICATION: Planning Board receives completed application (Application Form and 10 **copies of Site Plan**) Town Clerk stamps it. Applicant may also be required to submit a **deposit** for expenses related to public hearing & review of plans including engineering or planning consulting services

Within 15 days

APPLICATION distributed to:
Building Commissioner, Board of Health, Conservation Commission, Board of Selectmen, Highway Dept., Fire Dept., Water & Sewer Dept., Police Dept.

Within 35 days

COMMENTS from Building Inspector, Board of Health, Conservation Commission, Board of Selectmen, Highway Dept., Fire, Dept., Water & sewer Dept., Police Dept. **submitted to Planning Board**

Within 65 days

NOTICE OF PUBLIC HEARING:
Mailed to all abutters within 14 days of hearing
1st notice: published in newspaper and posted by Clerk at least 14 days before public hearing.
2nd notice: published and posted one week before hearing.

PUBLIC HEARING: Board receives testimony from applicant, public, & staff. The Public Hearing may be continued over several months. Hearing is closed.

Within 90 days

DECISION: Planning Board must act within 90 days of the close of public hearing.

APPEAL PERIOD: Appeals filed with Town Clerk and Zoning Board of Appeals within 30 days of the date that the decision is issued. If no appeal, decision takes effect.

Applicant must record decision at the Registry of Deeds.

SPECIAL PERMITS

PRE-APPLICATION: Consult Zoning Bylaw; meet with Town Planner and/or Technical Review Group to discuss project.

FILE APPLICATION: Special Permit Granting Authority (SPGA - Planning Board or Zoning Board of Appeals) receives completed application (Application Form and 10 copies of Site Plan, & list of abutters) Town Clerk stamps it.

Within 15 days

APPLICATION distributed to: Zoning Board of Appeals, Planning Board, Board of Health, Conservation Commission, Building Commissioner, Board of Selectmen, Highway Dept., Fire Dept., Water & Sewer Dept., Police Dept.

Within 30 days

COMMENTS from ZBA or Planning Board, Conservation Commission and Board of Health, Building Commissioner, Board of Selectmen, Highway Dept., Fire Dept., Water & Sewer

Within 65 days

NOTICE OF PUBLIC HEARING:
Mailed to all abutters within 14 days of hearing
1st notice: published in newspaper and posted by Clerk at least 14 days before public hearing.
2nd notice: published and posted one week before hearing.

PUBLIC HEARING: Board receives testimony from applicant, public, & staff. Hearing is closed.

Within 90 days

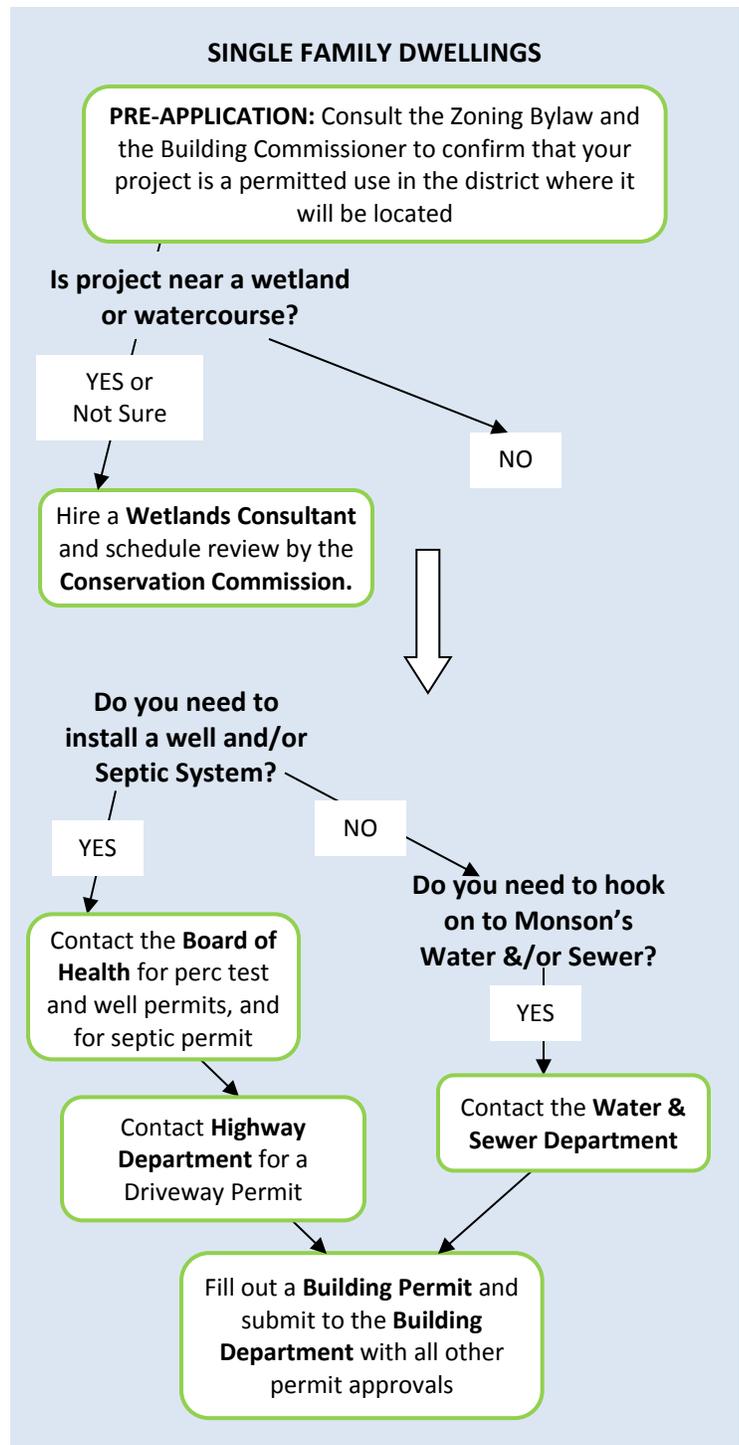
DECISION: Planning Board must act within 90 days of the close of public hearing. Decision is filed with Town Clerk within 14 days of decision being made.

APPEAL PERIOD: Appeals filed with the courts within 20 days of publishing. If no appeal, decision takes effect.

Applicant must record decision at Registry of Deeds.

Single Family Dwellings

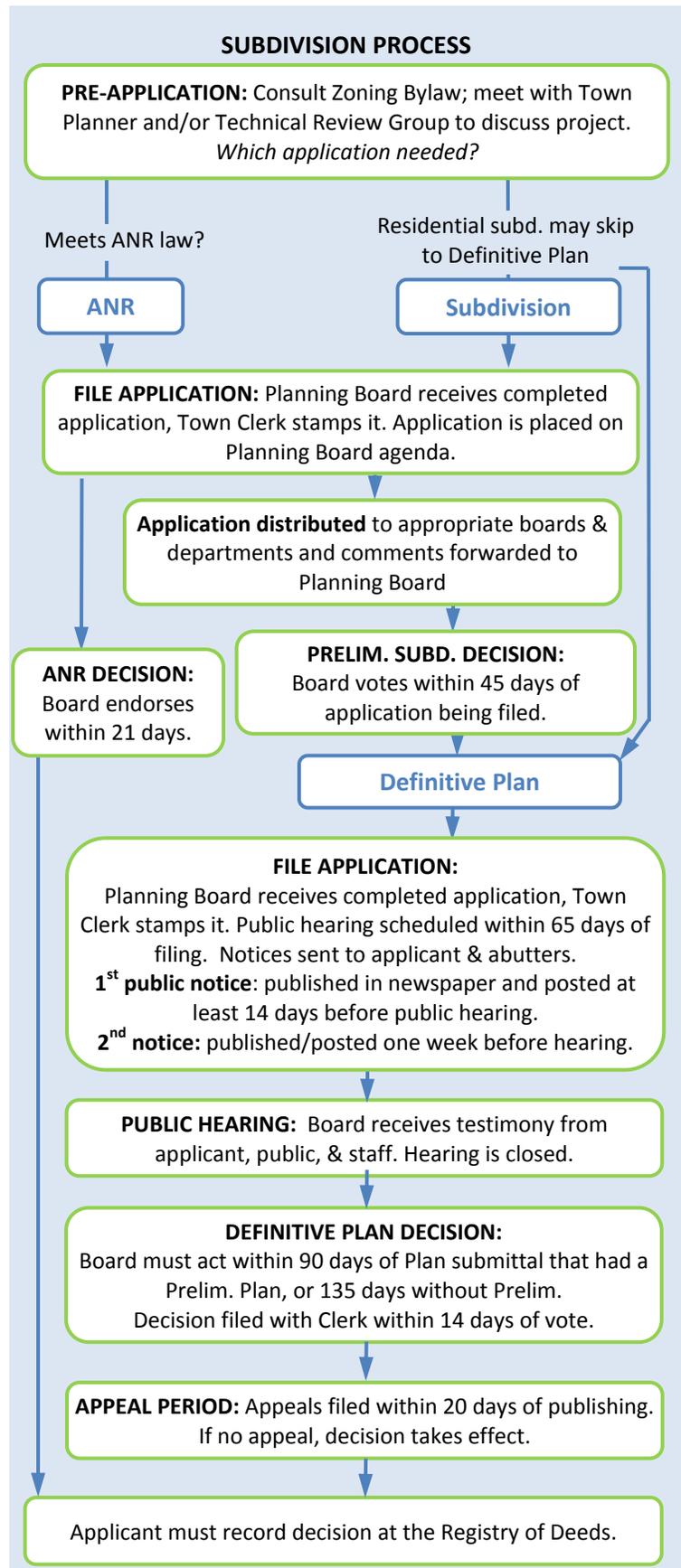
Building of Single Family Dwellings is allowed in most districts without the need for review by the Planning Board or Zoning Board of Appeals. However, the project must comply with dimensional regulations in the districts in which it is located, may need to be reviewed by other boards (such as the Conservation Commission), and will likely need permits from other departments (such as the Health and Highway Departments). All development projects, including new home development and alteration of existing homes will need to submit a [Building Permit](#). The following diagram shows the permitting process for development of a single family home.



Subdivision Regulations

Monson's [Subdivision Regulations](#) regulate the division of land into smaller lots and also dictate standards for new streets, stormwater infrastructure, and other improvements. Larger subdivisions typically go through a multi-step review and approval process.

However, under Mass. General Law, if the proposed lot divisions occur along an existing public way with adequate access, and result in lots that conform to zoning specifications for minimum frontage, the subdivision is not subject to Subdivision Control Law. This is known as an Approval Not Required (ANR) subdivision.



Applying for a Variance

If a project cannot conform to the Zoning Bylaw, owners/developers may seek “variances” from the specific sections of the Bylaw or Regulations that would be violated. This must be done before a project can receive zoning conformance approval.

The Zoning Board of Appeals (ZBA) is responsible for hearing variance request. Under [Massachusetts law](#), variances can only be granted if the ZBA finds *all* of the following exist:

- That a “substantial hardship,” financial or otherwise, exists because of the literal enforcement of the bylaw;
- That this hardship is owed to circumstances related to the “soil conditions, shape, or topography of such land or structures”;
- That these circumstances are “especially affecting” such land but not generally affecting that zoning district; and
- That relief may be granted without “substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose” of the bylaw.

Filing for an Appeal

If an applicant believes the Planning Board or Zoning Enforcement Officer (the Building Commissioner in Monson) has misinterpreted the zoning bylaw when denying a project, the applicant may appeal this decision to the Zoning Board of Appeals.

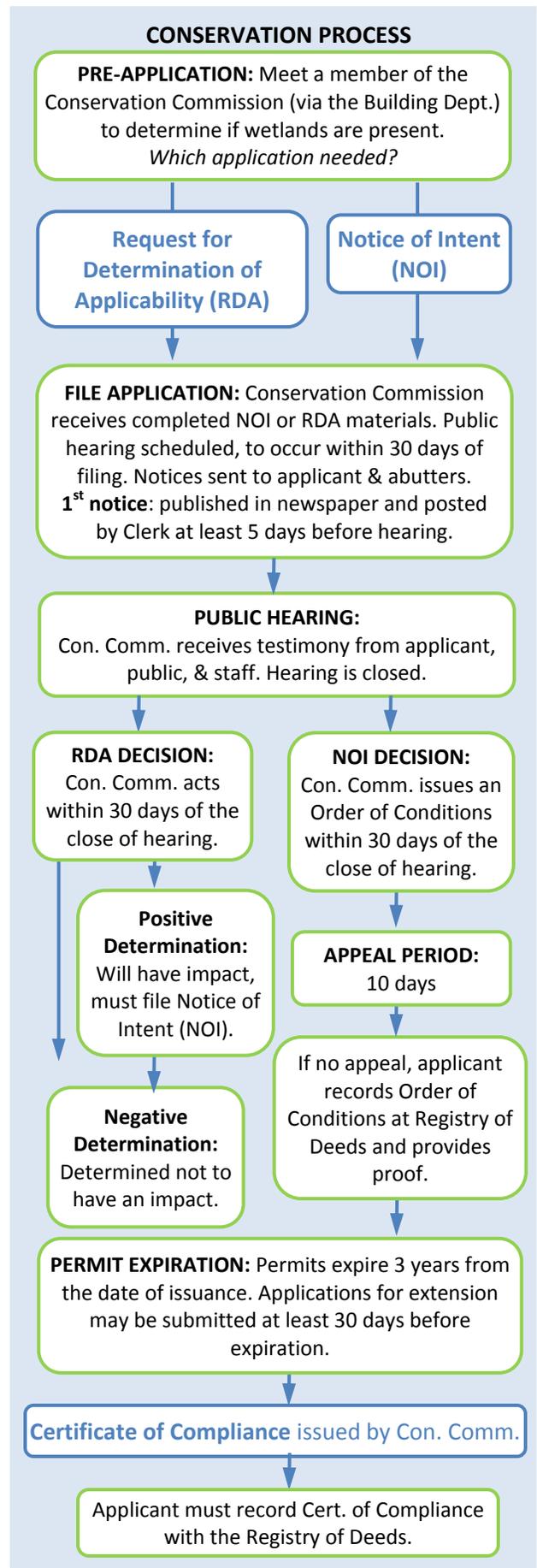


Conservation Commission Review

The Monson Conservation Commission is responsible for reviewing applications for development to ensure that they comply with the Massachusetts Wetlands Protection Act ([MGL 131, Section 40](#)). The Wetlands Protection Act protects wetlands, water sources, and adjoining land areas by preventing or minimizing impacts to these resources. Anyone proposing to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter resources or areas within delineated areas as noted below will need permission from the Conservation Commission.

- 200 feet within any perennial stream or river;
- 100 feet from any freshwater wetlands, vernal pools, reservoirs, ponds of any size, or lands subject to flooding or inundation by ground or surface water;
- 100-year floodplains;
- No development or disturbance is permitted within a minimum non-disturbance zone of 25 feet from the above resources.
- Exceptions for certain uses may apply.

Wetlands and water bodies are not noted on the Monson Zoning Map. A professional wetlands scientist may be needed to delineate actual resource extent.



State Permits

Curb Cut Permit

Required by the Massachusetts Department of Transportation (MassDOT) for new or altered driveways on any State Roadway (Route 32, 20).

Contact: MassDOT, District 2

811 North King Street, Northampton, MA 01060

Phone: (413) 582-0599

<https://www.mass.gov/locations/highway-district-2-office>

The Massachusetts Endangered Species Act (MESA)

The MESA is regulated by the Natural Heritage and Endangered Species Program (NHESP) and requires a permit for alterations to Priority Habitat areas. NHESP Priority Habitat maps are available for review at the Monson Building Department.

Contact: Natural Heritage and Endangered Species Program

Massachusetts Division of Fisheries and Wildlife

1 Rabbit Hill Road, Westborough, MA 01581

Phone: (508) 389-6357

<https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program>

Massachusetts Environmental Policy Act (MEPA)

The MEPA requires the submission of an Environmental Impact Report (EIR) for projects and activities undertaken, funded or requiring a permit from MEPA state agencies if the project exceeds specified thresholds.

Contact: Massachusetts Environmental Policy Act Office

100 Cambridge Street, Suite 900, Boston, MA 02114

Phone: (617) 626-1031

<https://www.mass.gov/orgs/massachusetts-environmental-policy-act-office>

401 Water Quality Certification

Required by the Massachusetts Department of Environmental Protection (DEP) for any project that will alter over 5,000 square feet of wetlands and/or the dredging of more than 100 cubic yards of Land Under Water as defined in the Massachusetts Wetlands Protection Act.

Contact: Massachusetts Department of Environmental Protection (MassDEP)

Wetlands Program - dep.wetlands@state.ma.us

<https://www.mass.gov/wetlands-protection>

Massachusetts Historical Commission Approval

This approval must be obtained if a designated historical or archeological landmark will be altered or affected by a project undertaken by a state agency or any private party seeking any state funding, permits, or licenses for the project.

Federal Permits

Section 404 of the Federal Clean Water Act

Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into the “waters of the United States,” including ponds, rivers, streams and wetlands. Activities regulated under this program include fill or development, water resource projects such as dams or levees, infrastructure development such as highways or airports, and mining projects.

<https://www.epa.gov/cwa-404/section-404-permit-program>

National Historic Preservation Act Section 106 Review

Section 106 Review requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences. Section 106 review is accomplished by submitting a Project Notification Form to the Mass Historical Commission. **Note:** There is one National Register Historic District in Monson which contains 12 structures and runs from Memorial Town Hall to the junction of Main and Cushman Streets.

<https://www.achp.gov/protecting-historic-properties/section-106-process/introduction-section-106>

Environmental Protection Agency Storm Water Notices of Intent and/or NPDES Permits

NPDES permits are required for storm water discharges associated with certain industrial activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale. The project owner and operator are required to file a Notice of Intent or pollution abatement plan with the EPA.

<https://www.epa.gov/npdes/npdes-permit-basics>

Frequently Asked Questions

How do I know if a permit or review is needed?

A good rule of thumb is that any work that builds a new structure or alters walls or roofs requires a building permit. Also, garages, sheds, fences, decks and swimming pools require building permits. Sometimes, depending on the project site and characteristics, other permits might be needed. Your best course of action is to ask first – the Building Commissioner can help you determine exactly which permits apply to you. Most application forms are available on the town website: <https://www.monson-ma.gov>.

What if I want to construct a new home or new business?

New construction sometimes requires one or more permits, depending on the size, location, and proposed use of the structure. Your first step should be to consult the Building Commissioner. The Building Commissioner will discuss with you the property improvements you propose, and what the typical permit requirements are. The Building Commissioner will also inform you of other regulations, like environmental regulations, wetlands, etc. that might apply to your site. He will also guide you to the Zoning Bylaw, which specifies minimum lot area; setbacks for front, rear and side yards; and permitted uses in specific districts.

How do I know what laws apply to my project?

Call the Building Commissioner or the Town Planner. They can help you determine the laws and regulations that govern your project and your site.

What is Zoning?

All property in Monson is classified into one of eight zoning districts. These districts define in detail the uses that are allowed in that district by right or by special permit. Each land use has specific regulations for lot frontage, lot area, and yard setbacks. There are also two “overlay districts” (Floodplain and Water Supply Protection) that stipulate additional development controls in some areas of town.

What is the difference between the Zoning Bylaw and the Building Code?

Zoning regulations are established by the Town. Zoning determines the types of structures and uses that are allowed in each zoning district. No matter where your property is located in town, it is subject to some type of zoning regulation. The Building Code is established by the Commonwealth and applies to all structures and buildings, no matter the use or location. The Building Code sets the minimum safety standards to protect the health and safety of the building occupants and neighbors. The Building Commissioner is also the Zoning Enforcement Officer in the Town of Monson.

What if my proposed structure is not allowed by the Zoning Bylaws?

Some uses are allowed only with a Special Permit. A Special Permit means that the use is not normally permitted, but the Town will consider allowing it if it meets certain criteria and is judged to be an overall benefit to the Town. The Zoning Bylaws outline the process and the uses subject to Special Permits (also see page 6 of this Guide). In other cases, when a proposed structure cannot fit properly on a lot, a Variance may be sought. See page 9 of this Guide and/or contact the Building Commissioner or Town Planner for more information.

Common Permits and Licenses

Common permits and licenses necessary to build a house, conduct home improvements, start a business, undertake construction, or develop land in Monson are listed below. Hyperlinks are given where downloadable applications are available, but please note that Monson does not have an on-line submission process at this time – all applications will need to be mailed or hand-delivered.

See the permit application links for specific documents and information that must be submitted with an application – Town staff can help with this also. Keep in mind, most permits require fees to be submitted with an application – the Town’s website or staff can provide accurate fee information.

One & Two Family Homes

Permit/License	Purpose	Issued By	Notes
Accessory Apartment	To create a separate housekeeping unit, complete with its own sleeping, cooking and sanitary facilities, that is substantially contained within the structure of a single-family dwelling, but functions as a separate unit.	Zoning Board of Appeals	Special Permit Required. Restrictions in Zoning Bylaw Section 6.7
<u>Construction of a Private Well</u>		Board of Health	
Driveway		Highway Dept., Building Dept.	Start with the Highway Dept. Building Dept. will review for compliance with Zoning
Estate Lots	Allows for the creation of lots for single-dwelling units only, with less than the required frontage, in exchange for increased square footage, to preserve open space and decreasing density in given areas.	Planning Board	Special Permit Required. Restrictions in Zoning Bylaw Section 6.5.
Fire Alarm System (modifications, new construction/additions), Smoke & CO2 detectors		Building Dept.	

Permit/License	Purpose	Issued By	Notes
Home Occupation	Must be incidental and subordinate to the residential use and is for gainful employment by the resident	Building Dept.	Building Dept. reviews for compliance with Zoning Bylaw
New Construction – Single family home		Board of Health; Building Department; Highway Department; Fire Department	May also need approval from the Conservation Commission, Water & Sewer Department, and Town Collectors
Oil Burner, Furnace		Building Department	
Outdoor Furnace		Board of Health, Building Dept.	Building Dept. confirms setbacks are met
Percolation Test	To prepare for on-site septic system	Board of Health	
Pool, Residential		Building Dept.	
Room Rental (more than 4 people)		Zoning Board of Appeals	Special Permit Required. Taking of Borders and/or Roomers not to Exceed four (4) Persons by a Resident Family, Subject to Signage Regulations.
Septic System Construction		Board of Health	
Solar – Rooftop or residential ground-mounted		Building Department	
Sprinkler System (modifications, new construction/additions)		Building Department	
Tank Removal (above or underground)		Fire Department	
Tank Storage		Fire Department	
Trench		Building Dept, Highway Dept	Highway Department must be consulted if trench is in a public way.
Well, Private Construction		Board of Health	
Windmill		Planning Board, Building Dept.	Special Permit Required. Restrictions in Zoning Bylaw Section 6.18.
Solid Fuel Boiler		Building Department	

Permit/License	Purpose	Issued By	Notes
Wetlands: Determination of Applicability and/or NOI	To determine whether a wetlands permit is required.	Conservation Commission	M.G.L. c. 131, §40

Residential (Multi-Family and Subdivision)

Permit	Purpose	Issued By	Notes
Bed and Breakfast Establishments		Zoning Board of Appeals	Special Permit Required.
Congregate Housing for the Elderly or Handicapped	For the residence of persons age fifty-five (55) or older, or for handicapped persons, with some shared facilities and services.	Zoning Board of Appeals	Special Permit Required. Restrictions in Zoning Bylaw Section 6.3.
<u>Construction of a Private Well</u>		Board of Health	
Dwelling Conversions	To convert an existing single family dwelling to a dwelling for up to four family units.	Zoning Board of Appeals	Special Permit Required. See Note "h" in the Zoning Bylaw
Fire Alarm System (modifications, new construction/ additions)		Building Dept.	
Multi-family Dwelling	New multi-family dwelling, not a dwelling conversion.	Planning Board, Building Dept., Zoning Board of Appeals & other Departments & Boards per SP/SPA requirements	Special Permit and Site Plan Approval Required. Restrictions in Zoning Bylaw Section 6.2
Open Space Community	To create a single family residential development that clusters houses into one or more groups on the lot to permanently protect the open space.	Planning Board	Site Plan Approval May Be Required. Zoning Bylaw Section 6.4
Wetlands: Determination of Applicability and/or NOI	To determine whether a wetlands permit is required.	Conservation Commission	M.G.L. c. 131, §40

Commercial & Industrial

Permit	Issued By	Notes
Auto Service Station, Auto Repair Shop	Zoning Board of Appeals	Special Permit Required in Some Districts.
Boarding Stable and/or Riding Academy, non-exempt only	Zoning Board of Appeals	Special Permit Required.
Body Art Establishment	Board of Health	
Bowling Alley	Zoning Board of Appeals	Special Permit Required in Some Districts.
Childcare Facility	Zoning Board of Appeals	Special Permit Required in Some Districts.
Golf Course	Zoning Board of Appeals	Special Permit Required.
Hospital, Sanitarium	Zoning Board of Appeals	Special Permit Required in Some Districts.
Landing Strip or Heliport	Zoning Board of Appeals	Special Permit Required.
Manufacturing, Processing, Fabrication, Assembly & Storage of Materials, Mechanical Products or Equipment	Zoning Board of Appeals	Restrictions. See Schedule of Use Table in Zoning Bylaws.
Medical Marijuana Treatment Center/Registered Marijuana Dispensary	Planning Board	Site Plan Approval Required.
Mixed Residential and Business	Zoning Board of Appeals	Special Permit and/or Site Plan Required in Some Districts. See Section 6.13.
Motel, Motor Hotel	Zoning Board of Appeals	Special Permit Required in Some Districts. Provided the lot area is not less than 2,000 sq. ft.
Neighborhood or Community Clubhouse	Zoning Board of Appeals	Special Permit Required in Some Districts. Shall Primarily Serve the Residents of Monson.
Off-Site Medical Marijuana Dispensary	Planning Board	Site Plan Approval Required.
Printing, Publishing, Packaging, Data Processing and Allied Uses	Zoning Board of Appeals	Restrictions. See Schedule of Use Table in Zoning Bylaws.
Private Museum, Art Gallery, or Craft Center	Zoning Board of Appeals	Special Permit Required in Some Districts.
Radio and Electrical Repairs Shop	Zoning Board of Appeals	Special Permit Required in Some Districts.
Restaurant, Tavern	Zoning Board of Appeals, Board of Health	Special Permit Required in Some Districts.

Permit	Issued By	Notes
Sign Permit	Building Department, Board of Selectmen, Police & Highway Depts.	Selectboard involved is sign placed in public way; Police & Highway Departments consulted re placement
Theater, except drive-in theater	Zoning Board of Appeals	Special Permit Required in Some Districts.
Trucking	Zoning Board of Appeals	Special Permit and/or Site Plan Approval Required in Some Districts.
Veterinary Establishment, Place for Boarding Animals or Raising Pets for Gainful Purpose	Zoning Board of Appeals	Special Permit Required in Some Districts. Parcels Must be 2+ acres.
Windmill	Planning Board	Restrictions. See Section 6.18 of the Zoning Bylaws.
Wood Harvesting, Tree Farm, Nursery, non-exempt only	Zoning Board of Appeals	Special Permit Required.

Business Licenses & Permits

Permit	Issued By	Notes
All Alcohol - Private Club	Board of Selectmen, Building Dept.	Building Dept. reviews for compliance with Building Code
Alcohol Service or Restaurant	Board of Selectmen, Building Dept.	Building Dept. reviews for compliance with Building Code
Auto, Used Car Sales	Board of Selectmen	
Billiard/Pool Hall	Board of Selectmen	
Business Certificates (DBA)	Building Dept., Town Clerk	Building Dept. reviews for compliance with Zoning Bylaw
Entertainment	Board of Selectmen, Building Dept	Building Dept. confirms compliance with Zoning Bylaw
Family Day Care, Large	Zoning Board of Appeals	Special Permit Required in Some Districts.
Farmer-Winery Pouring Permit	Board of Selectmen	
Fishing or Skiing Grounds	Zoning Board of Appeals	Special Permit Required.
Food Establishment	Board of Health	
Greenhouse, non-exempt only	Zoning Board of Appeals	Special Permit Required.
Liquor License	Board of Selectmen	
Manufacture of Frozen Desserts, Ice Cream, etc.	Board of Health	
Milk & Cream License	Board of Health	
One Day Liquor	Board of Selectmen	

Permit	Issued By	Notes
Operate Camps, Cabins, Motels, and Trailer Parks Licensing	Board of Health	
Recreational Camping for Transient Guests	Zoning Board of Appeals	Special Permit and Site Plan Approval Required. See Section 6.11 in the Zoning Bylaws.
Tobacco Sales	Board of Health	
Wine & Malt Package Store	Board of Selectmen	

Monson Land Use Boards and Departments

Board of Health

Mission: Responsible for maintaining the Health and well being of the community by enforcing the State Sanitary Code and Environmental Code. The Board does so through licensing, permitting, and inspections. Additionally, the Board of Health oversees and monitors the town wide trash program.

Meetings: 1st and 3rd Wednesday Monthly. 110 Main St. - Small Conference Room. 5:30 pm.

Office: 110 Main Street, Suite 106 Monson, MA 01057

Kate Baker - Monday/Wednesday/Friday 8 am - 2 pm. (413) 267-4107

Contact: Lorri McCool, Health and Title 5 Inspector;. (413) 454-5155.

Permits Issued: [Construction of a Private Well](#), [Seasonal or Farmers Market Permit](#), [Septic Installers Permit](#), [Septic System Construction Permit](#), [Trash Haulers Permit](#); [Food Establishment](#), [Tobacco Sales](#), [Perc Test](#)

Board of Selectmen

Mission: Chief Elected Officers of the town of Monson committed to quality representation of all constituents and protecting the general welfare of the community. The Board of Selectmen has six specific areas of authority that are quite important to the town. These include: the power to prepare the town meeting warrant and call town meetings; the power to make appointments to town boards and offices; the power to employ Town Counsel; the power to employ professional administrative staff; the power to sign warrants for the payment of all town bills; the authority to grant licenses and permits. Additionally, the Board of Selectmen plays an important role in coordinating the policy and strategic direction of the town.

Meetings: 2nd and 4th Tuesday Monthly. Public Meeting Room - Town Office Building. 7 pm.

Office: 110 Main Street, Monson, MA 01057. Monday - Friday: 8 am - 1 pm.

Contact: Gaylin Bingle, Administrative Assistant. (413) 267-4101.

Permits Issued: Alcoholic Beverages, Amusement Devices, Billiard Table, Entertainment, Used Car Sales

Building Department/Zoning Enforcement

Mission: Responsible for the issuance of building, electrical, and plumbing permits and their required inspections. The department provides staff support to the Conservation Commission, Planning Board, and the Zoning Board of Appeals. The Building Inspector works with the Town Engineer, Electrical Inspector, Plumbing Inspector, Title V Inspector other Town Departments, and is responsible for the enforcement of the Town's zoning bylaws. The Building Inspector is appointed on an annual basis by the Board of Selectmen

Office: 110 Main Street, Monson, MA 01057. Monday - Friday: 7:30 am - 4 pm.

Contact: John Moran, Building Commissioner / Zoning Enforcement Officer. (413) 267-4111.

Permits Issued: [Building Permit - One- or Two-Family Dwelling](#), [Building Permit - Any Building Other Than A One- or Two-Family Dwelling](#), [Home Occupation](#), [Demolition](#), [Electrical Work](#), [Gas](#), [Plumbing](#), [Sign Permit](#), [Solid Fuel Burning Appliance](#), [Special Permit/Site Plan Approval](#), [Tent/Temporary Structure](#), [Trench](#), [Zoning Permit](#)

Conservation Commission

Mission: The Committees primary responsibility is enforcing the regulations of the [Massachusetts Department of Environmental Protection](#), particularly the [Wetlands Protection](#)

[Act](#) and Massachusetts Rivers Protection Act. In addition, the Committee has developed an [Open Space and Recreation Plan](#) to ensure that the natural resources and rural character of the community is preserved.

Meetings: As posted.

Office: 110 Main Street, Monson, MA 01057. Monday - Friday: 8 am - 4 pm. (413) 267-4101.

Contact: Linda Hull, Administrative Assistant.

Fire Department

Mission: The Monson Fire Department is a public safety organization that provides fire, rescue, and emergency medical services to our community. We are committed to the preservation of life, property, and the environment. Through public education and awareness programs, we enhance the quality of life and the safety of the citizens we proudly serve.

Meetings: As posted. Small Public Meeting Room - Town Office.

Office: 200 Main Street, Monson, MA 01057. (413) 267-3132.

Contact: Laurent R. McDonald, Fire Chief. (413) 267-4123.

Permits Issued: The following permits can all be found on the state of Massachusetts [website](#): Oil Burner Permit, Blasting Permit, Tank Truck Permit, Vent Free Gas Heater Permit, Flammables Storage Permit, Black Powder Permit, Tank Removal Permit (above/underground), Tank Storage Permit, Self Service Gas Station Suppression Permit, Sprinkler System Permit (minor or new construction/additions), Fire Alarm Systems Permit (minor or new).

Planning Board

Mission: The Planning Board is responsible for the long term planning and [Vision](#) of the community through the development of a [Master Plan](#), [Zoning Bylaws](#), and [Subdivision Regulations](#). In accordance with these plans the Board conducts Site Plan Review and reviews some Subdivision applications, and some development proposals that require a Special Permit.

Meetings: 3rd Tuesday, Town Hall. 7 pm.

Office: 110 Main Street, Monson, MA 01057. Monday - Friday: 8 am - 4 pm. (413) 267-4111.

Contact: Linda Hull, Administrative Assistant.

Permits Issued: Approval of zoning applications through Site Plan Approval and Special Permits; Approval Not Required (ANR), Subdivision Permits

Town Planner

The Town Planner provides technical assistance to the Planning Board as well as other Town Boards and Committees. The Planner is the first point of contact for applicants of subdivisions and larger development projects.

Office: 110 Main Street, Monson, MA 01057. Monday - Thursday: 8 am - 4 pm. (413) 267-4444.

Contact: Danial Laroche, Planner

Water and Sewer Department

Mission: The Monson Water & Sewer Department protects public health, preserves the environment and enhances the quality of life of our residents.

Meetings: As posted. 198 Main Street. 7 pm.

Office: 198 Main Street, Monson, MA 01057. Monday - Friday: 7 am - 3:30 pm. (413) 267-4130.

Contact: Craig W. Jalbert, Superintendent.

Permits Issued: [Water Permit](#), [Sewer Permit](#)

Zoning Board of Appeals

Mission: The Board is a permit granting authority that decides upon zoning appeals, special permits, and zoning variances all detailed within the [Monson Zoning Bylaw](#).

Meetings: 4th Thursday Monthly. Town Hall. 7pm.

Office: 110 Main Street, Monson, MA 01057. (413) 267-4111.

Permits Issued: Variances and Special Permits, Appeals of Building Commissioner decision