

# Town of Monson

## Requirements for New Residential Construction

### 1. Zoning Requirements

Does the lot meet current zoning requirements? In the Rural Residential District you need 200 feet of frontage along a road and must have at least 60,000 square feet (about 1.5 acres) of land. In the Residential Village District the minimum road frontage is 125 feet, and 20,000 square feet of area is required. In all cases the minimum square footage must be available after deducting any area which contains wetlands, streams, or other areas regulated by 310 CMR10.00 (Wetlands Protection Act).

### 2. Wetlands

Are there wetlands on the property? The town does not have an official wetlands map. The only absolute way to determine the existence of wetlands is to hire a wetland scientist to “flag” the wetlands (place boundary markers). If there are wetlands on the property, you may be required to submit a “Request for Determination” with the Conservation Commission to determine if your project will have an impact on the wetlands. The Commission may place restrictions on the use in environmentally sensitive areas and/or require protective measures during construction.

If you believe there are no wetlands on the property, you can mark or stake out the location of the proposed building(s) and driveway, then call the Conservation Commission at (413) 267-4111. Someone from the Commission will review the location and sign off on the building permit application.

### 3. Well and Septic System

Unless your lot has access to town water and sewer, a septic system must be designed for your house, and a source of water (well) must be provided. The first step is to schedule a percolation (perc) test. The permits for the perc test and well are available from the Board of Health office (413-267-4107). The fee for a perc test is \$300, and a well permit fee is \$50. A plan must be prepared showing the proposed well location and septic location, as well as all septic systems located within 200 feet. After the well is drilled, a water sample must be tested and the results reviewed and approved by the Board of Health Agent.

### 4. Town Water and Sewer

On lots served by town water and/or sewer connections you must file a permit application with the Water and Sewer Department (413-267-4130) at 198 Main Street. You must provide contact information for your contractor on the application. Fees for a general residential sewer connection start at \$1,500; water connection fees start at \$2,000. You will be billed for these fees, and will not be required to pay at the time of application.

## 5. Driveway

The location and design of the driveway must be approved by the Highway Surveyor and the Zoning Enforcement Officer. Contact the Highway Department (413-267-4135) at 198 Main Street to make arrangements for a site visit, and to obtain a permit application. If the driveway is steep and slopes toward the road, you may be required to have a plan prepared by a registered engineer detailing how stormwater will be contained on site, and measures taken to control erosion both during and after construction. The permit fee is paid at the Building Department where the driveway location is reviewed for compliance with zoning.

## 6. Smoke, CO and Heat Detectors

The building permit application cover sheet must be signed by a representative of the Fire Department at 198 Main Street (413-267-4123). They will review the smoke detector, heat detector and carbon monoxide detector requirements. A permit to install these detectors must be obtained from the Fire Department.

## 7. Taxes

All taxes and fees owed to the town must be current before a building permit can be issued. Check with the Tax Collector's office (413-267-4119), and have them sign the application cover sheet acknowledging all taxes and fees are paid.

## 8. Building Department

In order to obtain a building permit, at a minimum the following must be provided to the Building Commissioner. Further documents may be required for unusual projects.

- Signed application cover sheet, or individual department approvals
- Building Permit Application – filled out completely
  - Includes photocopy of Contractors license, if applicable (not kept on file), and Workers' Compensation Affidavit (not kept on file)
- Site plan showing location for all buildings, driveway, etc. (with dimensions to lot lines)
- Two sets of building plans – Complete, to scale, in industry standard format
  - At a minimum – elevations, floor plans, basement plan and cross section(s)
  - Include location of Smoke, CO and Heat Detectors
  - Include all window and door sizes
  - All room uses labeled (bedroom, kitchen, living room, etc.)
  - All insulation values and types shown, heating appliance location and type shown
- Verification from a certified HERS rater that the project complies with the Massachusetts Stretch Energy Code.

*The permit fee will be computed during review, and must be paid when permit is issued*

## 9. "As Built" Plan

A registered surveyor must prepare a plan after the foundation is installed, showing its exact location on the lot. In cases where the structure(s) will be close to the property lines, it is recommended that a surveyor stake out the proposed location before the foundation is placed to avoid creating a setback violation.

**Town of Monson**  
**Building Department**  
**New Construction**  
**Application Cover Sheet**

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

Owner: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Building Lot Location:

Lot# \_\_\_\_\_ House # \_\_\_\_\_ Street \_\_\_\_\_

Assessors' Map # \_\_\_\_\_ Assessors' Lot # \_\_\_\_\_

1. Zoning Department: \_\_\_\_\_

2. Conservation Commission: \_\_\_\_\_

3. Board of Health: \_\_\_\_\_

Water test date: \_\_\_\_\_ Septic system permit # \_\_\_\_\_

4. Water & Sewer Department: \_\_\_\_\_

5. Highway Department: \_\_\_\_\_

6. Fire Department: \_\_\_\_\_

7. Town Collector's Office: \_\_\_\_\_