

## **SPECIAL PERMIT APPLICATION PACKAGE**

Attached is your Special Permit Application Package consisting of the following:

- Your Application and List of Abutting Towns
- A copy of the applicable sections of the Dracut Zoning By-law (from the Building Dept.)
- An Application checklist which must be completed and submitted with your application.

Based upon experience, we have found that if you follow the checklist carefully, the review of your application will go much smoother and that all of the elements required on a site plan are contained thereon in one referenced place.

Following preparation of all your application material and submission to the Special Permit Granting Authority (Planning Board or Board of Selectmen), a public hearing will be scheduled on your application and approximately one week before the public hearing you will be notified of a Departmental Review meeting to which you and/or a representative will be invited and at which time your plans and proposals will be reviewed. By completing all of the attached material you should find that both the review and public hearing will go a lot smoother and therefore, will avoid postponements and delays of the decision.

## SPECIAL PERMIT APPLICATION

### THIS CHECKLIST HAS BEEN DEVELOPED TO ASSIST IN THE REVIEW OF SPECIAL PERMIT APPLICATIONS

This check list must be submitted signed by the applicant.

1. Is there attached a written statement detailing the proposed use including hours of operation, the extension of building coverage and open space, drainage calculations and calculations of the volume of earth to be removed, if any? (Sec. 1.16.22-1) \_\_\_yes \_\_\_no
2. Is this a site plan Special Permit? \_\_\_yes \_\_\_no
3. If a site plan Special Permit, are the following addressed on the plan:
  - a. Plan prepared by a Registered Professional Engineer or Registered Land Surveyor? \_\_\_yes \_\_\_no
  - b. Are all lot lines and setbacks shown? \_\_\_yes \_\_\_no
  - c. Are zoning district boundaries included, and flood plains identified? \_\_\_yes \_\_\_no
  - d. Are all wetland and wetland buffer zones (if applicable) identified? \_\_\_yes \_\_\_no
  - e. Are areas designated as open spaces shown on the plan? \_\_\_yes \_\_\_no
  - f. Are existing and proposed topography at 2' intervals shown on the plan? \_\_\_yes \_\_\_no
  - g. Are the following shown on the plan:
    - Buildings \_\_\_yes \_\_\_no
    - Structures \_\_\_yes \_\_\_no
    - Parking and loading spaces (including handicapped parking spaces) \_\_\_yes \_\_\_no
    - Limits of all paving and open storage areas \_\_\_yes \_\_\_no
    - Facilities for sewage, waste disposal and drainage \_\_\_yes \_\_\_no
    - Has the Engineer/Surveyor become familiar with and complied with parking/buffering and landscaping requirements of the town by-law and is such reflected on the plan? \_\_\_yes \_\_\_no
    - Snow Storage (areas) \_\_\_yes \_\_\_no
    - Fire Lanes \_\_\_yes \_\_\_no

## SPECIAL PERMIT APPLICATION (CONT'D)

4. Does the application propose a facility 10,000 sq.ft. or more of gross floor area, or a facility requiring 40 or more parking spaces? \_\_\_yes \_\_\_no

If the answer to this question is yes, is a separate landscape plan, meeting all requirements of the by-law, submitted herewith? (Sec. 1.16.22-3) \_\_\_yes \_\_\_no

If the answer to the above question is yes, is a building elevation plan as required by the by-law submitted herewith? (Sec. 1.16.22-4) \_\_\_yes \_\_\_no

5. Is the required filing fee attached? \_\_\_yes \_\_\_no

6. Is the required abutters list attached? \_\_\_yes \_\_\_no

7. Is the applicant owner of the property? \_\_\_yes \_\_\_no

• If no, is written consent of the property owner attached? \_\_\_yes \_\_\_no

8. Are the stamped envelopes for abutters notification submitted with the application? \_\_\_yes \_\_\_no

9. Are all taxes on the site current per requirements of the Town By-law? \_\_\_yes \_\_\_no

10. Are ten (10) copies of the site plan included for submittal to the SPGA? \_\_\_yes \_\_\_no

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DRACUT PLANNING BOARD  
SPECIAL PERMIT CHECK OFF LIST**

- \_\_\_\_\_ Completed Special Permit Application
- \_\_\_\_\_ \$75.00 Special Permit Application Fee
- \_\_\_\_\_ A Certified Abutters List from the Assessors Office
- \_\_\_\_\_ 2 Sets of Stamped Envelopes Addressed to each Abutter & Abutting Towns.
- \_\_\_\_\_ A Copy of Your Plot Plan
- \_\_\_\_\_ A Copy of Any Proposed Building Plans, if applicable
- \_\_\_\_\_ A Copy of Your Deed
- \_\_\_\_\_ A Copy of a Letter from the Building Inspector Indicating  
the Zone of the Property and the Applicable Zoning By-Law.
- \_\_\_\_\_ A Letter Describing Your Intent

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1. All plans shall provide for the Town Clerk's endorsement, and shall be printed on the mylar for the Clerk's signature in the following format, or such form as may be required by law.

I, \_\_\_\_\_, Clerk of the Town of Dracut, MA, hereby certify that the notice of approval of the plan by the Dracut Planning Board has been received and recorded in this office and no appeal was received during the twenty (20) days next after such receipt and recording of said notice.

\_\_\_\_\_  
Date, Town Clerk of Dracut, MA

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2. All Special Permit Applications, Plans, etc. must comply with the Town of Dracut Zoning By-Laws and the Rules and Regulations adopted by the Dracut Planning Board.
3. Site Plan Review Fee, Inspection Fee, Site Drainage Fee, and Bonding will be set by the Engineering Department after approval and in accordance to the Special Permit Rules and Regulations adopted by the Dracut Planning Board.
4. **You are responsible for all advertising charges.**

# APPLICATION FOR HEARING

## TOWN OF DRACUT PLANNING BOARD

### SPECIAL PERMIT

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_, Tel# \_\_\_\_\_

Location of Property \_\_\_\_\_

Applicant is: Owner, Tenant, Licensee, Prospective Purchaser,  
Other (state) \_\_\_\_\_

Nature of Application: \_\_\_\_\_

Applicable Section of Zoning By-Law: \_\_\_\_\_

I hereby request a hearing before the Planning Board with reference to the above noted application for a Special Permit and agree to pay all costs of mailing and advertising of the Public Hearing Legal Notice.

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

\*\*\*\*\* Office Use Only \*\*\*\*\*

*Amount Received from the Applicant  
for the Planning Board.*

\_\_\_\_\_

*Date of submission to the Board at the Meeting of:*

\_\_\_\_\_

## ***Public Hearing – Abutting Towns***

***Please Address to the Planning Board of each City or Town:***

***Town of Andover  
36 Bartlett Street  
Andover, MA 01810***

***City of Lowell  
50 Arcand Drive  
JFK Civic Center  
Lowell, MA 01852***

***City of Methuen  
41 Pleasant Street  
Methuen, MA 01844***

***Town of Pelham  
6 Village Green  
Pelham, NH 03076***

***Town of Tewksbury  
1009 Main Street  
Tewksbury, MA 01876***

***Town of Tyngsboro  
25 Bryant Lane  
Tyngsboro, MA 01879***