

TEWKSBURY PLANNING BOARD

Town Hall
1009 Main Street
TEWKSBURY, MA 01876
(978)640-4370

SPECIAL PERMIT – CHECKLIST FOR APPLICATIONS

All petitioners applying for any Special Permit must include **ALL** of the following information:

1. **APPLICATION FORM:** *10 Copies* of a completed Special Permit Application Form.
2. **WRITTEN STATEMENT:** *10 Copies* detailing the proposed use, building coverage, open space, drainage calculations, and calculation of the volume of earth to be removed or added to the site if any.
3. **PLANS:** *5 sets* of plans not to exceed **24" x 36"** and scale at **1"=40'**. *5 sets* of plans not to exceed **11"x17"**. Also included shall be **one colored rendering** of the project and **2 copies** of drainage calculations.
4. **FEES AND DEPOSITS:** All applications shall include a check made out to the Town of Tewksbury. See attached Fee Schedule.
5. **CERTIFIED ABUTTERS LIST:** The **applicant** shall provide a certified abutter's list for **all abutters**, abutters to abutters and all abutters **within 300 feet** of the property line. **The certification comes from the Assessor's Office located in the Town Hall Annex.**
6. **TWO SETS OF STAMPED ENVELOPES:** One stamped set is for the hearing in which the **legal abutters must be Certified Mail Return Receipt Requested** and abutters to the abutters can be regular mail. The second stamped set of envelopes is for the decision should all be regular postage. Two sets of the neighboring communities must also be notified by regular mail; see attached list. (Place postage on all envelopes and return address should be Planning Board, Town Hall, 1009 Main Street, Tewksbury, MA 01876.)
7. **ADVERTISEMENT:** The **applicant is required** to transmit the legal notice for the Public Hearing to the Town Crier newspaper for publication for **two successive weeks**, as well as to send the legal notice by certified mail return receipt requested to all names on the certified abutter's list. (This legal notice will be provided by the Planning Board Office to you once the application packet is submitted.)
8. **ENGINEERING ESTIMATE:** This application will be sent to the Planning Board's consulting engineer. **The engineering review estimate must be paid by the applicant prior to commencement of the Public Hearing.**

THE ENTIRE APPLICATION INCLUDING PLANS, DRAINAGE REPORTS, ETC SHOULD BE SENT ELECTRONICALLY TO THE COMMUNITY DEVELOPMENT OFFICE.

NO application will be accepted by this department without ALL of the above information. All filings require a scheduled appointment with the Director or his designee prior to submission.

TEWKSBURY PLANNING BOARD APPLICATION FEE SCHEDULE

Combination Special Permits

(Site Plan plus any of the following: Groundwater, MFD, MFD55, Drive thru, etc.)

The required application fee for Site Plan Review shall be based on one-tenth of one percent (.001) of the total estimated construction costs for the development up to one hundred thousand (100,000) square feet of proposed gross floor area (GFA). Thereafter the fee shall be calculated at one-twentieth of one percent (.005). The fee shall be calculated using the following regional construction cost benchmarks. To calculate the fee, find the appropriate development type and multiply the cost shown per square foot by the GFA (Gross Floor Area). The GFA is calculated by multiplying the estimated construction cost by .001.

Development Type/Use	Per Square Foot
Industrial/Light Manufacturing	\$40.00
Bank	\$80.00
Retail	\$50.00
Restaurants (Regular)	\$56.00
Restaurants (Fast Food)	\$65.00
Cell Tower (New Construction Structure)	\$1,000 Flat Fee
Any use not identified above	\$550.00
 Minimum Fee	 \$550.00
 <u>Use Special Permit Only</u> (No Site Plan associated)	 \$400.00
 <u>Non-Substantial Determination Fee</u>	 \$360.00
 <u>Request for Permit Extension Fee</u>	 \$400.00

THE POLICY FOR ABUTTER NOTIFICATION SHOULD INCLUDE NEIGHBORING COMMUNITIES AT THE FOLLOWING ADDRESSES:

- ATTENTION: Elaine Wijnja
Dept. of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
- N.M.C.O.G.
40 Church Street, Suite 200
Lowell, MA 01852-2686
- Dracut Planning Board, Town Hall, 62 Arlington Street, Dracut, MA 01826
- Lowell Planning Board, J.F.K. Civic Center, 50 Arcand Drive, Lowell, MA 01852
- Wilmington Planning Board, Town Hall, 121 Glen Road, Wilmington, MA 01887
- Billerica Planning Board, 365 Boston Road, N. Billerica, MA 01821
- Andover Planning Board, Town Hall, 36 Bartlett Street, Andover, MA 01810

The applicant will be responsible for the envelopes for the legal notice to the neighboring communities.

**Town of Tewksbury
Massachusetts**

Planning Board

APPLICATION FOR HEARING

Application is hereby made for a: (check one or more and fill in appropriate blanks)

- 9300** Special Permit
- 9400** Site Plan Special Permit
- 9500** Use Special Permit
- Other(s)** _____

Appendix A, Table of Uses reference(s):

Section Letter	Use Number	Description

Address of Application Property: _____

Development Name: _____

Lot Area _____ Present Use _____ Zoning District(s) _____

Assessor's Map(s) and Lot(s) _____ Land Court Cert. No. _____ Bk/Pg _____

Middlesex North Registry of Deeds, Bk/Pg _____

Applicant: Name: _____ Telephone: _____

Address: _____ City/State: _____

Property Owner: Name: _____ Telephone: _____

Address: _____ City/State _____

Brief Description of Proposed Use: (Attach Written Statement) _____

History of Applications before any Town Boards/Commissions for this Property:

(Date, Board, Result, Deed References: Attach additional sheet if needed.)

Information submitted is true to the best of my knowledge:

Signature of Applicant (or Representative): _____ **Date:** _____

Owner's Signature (if other than Applicant or Representative): _____

FILING FEE MUST ACCOMPANY THIS APPLICATION
Please See Fee Schedule: Make Checks Payable to the Town of Tewksbury