

# TEWKSBURY PLANNING BOARD

Town Hall – Lower Level  
1009 Main Street  
Tewksbury, MA 01876  
(978) 640-4370

## SPECIAL PERMIT – CHECKLIST FOR APPLICATIONS

Petitioners applying for any Special Permit must submit the following:

1. **APPLICATION FORM:** Provide (10) copies of a completed Special Permit Application Form.
2. **WRITTEN STATEMENT:** Provide (10) copies of a narrative detailing the proposed use, effects on adjacent properties and public ways, open space, and other criteria set forth in the Tewksbury Zoning Bylaw Section 3.5 governing special permits.
3. **PLANS:** Submit (10) total sets of plans, as follows:
  - (3) sets of plans not to exceed 24" x 36" at a scale of 1"=40' and (8) sets of plans not to exceed 11"x17" for complete site plans
  - Landscaping plans, when required
  - Master signage plans, when required
4. **FEES:** There is a filing fee plus a postage fee for each application. This is payable by cash or check made payable to the Town of Tewksbury. See attached fee schedule.
5. **CERTIFIED ABUTTERS LIST:** Provide a certified abutters list to include 1) all abutters, 2) abutters to abutters, and 3) all abutters within 300 feet of the property line. The certification comes from the Assessor's Office located in the Town Hall Annex. The certified abutters list must be dated within six months of date of application. Please submit a copy of this list upon submission.
6. **ADVERTISEMENT:** Transmit the legal notice for the Public Hearing to the Town Crier for publication for (2) successive weeks. The legal notice and dates for publication will be provided by the Community Development Office once the application is submitted.
7. **PROOF OF GOOD STANDING:** Include documentation from Town of Tewksbury Tax Collector that the applicant and/or property are in good financial standing with the Town.
8. **ELECTRONIC DOCUMENTS:** The entire application including plans, drainage reports, etc must be sent electronically to the Community Development Office upon submission.

**TEWKSBURY PLANNING BOARD  
APPLICATION FEE SCHEDULE**

<b><u>Modification to Special Permit</u></b>	\$550.00 + # of abutters x \$1.00 for postage
<b><u>Sign Special Permit</u></b>	\$550.00 + # of abutters x \$1.00 for postage
<b><u>Other Special Permits</u></b>	\$550.00 + # of abutters x \$1.00 for postage
<b><u>Table of Uses Special Permit</u></b>	\$400.00 + # of abutters x \$1.00 for postage

***Example for postage calculation: 10 abutters x \$1.00 = \$10.00***

**Town of Tewksbury  
Massachusetts**

**Planning Board**

**APPLICATION FOR HEARING**

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**Application is hereby made for a:**

(Check one or more and fill in appropriate blanks)

- Section 3.5** Special Permit, Appendix A Reference(s) \_\_\_\_\_
- Section 6.2** Sign Special Permit
- Modification to Special Permit #** \_\_\_\_\_
- Other(s)** \_\_\_\_\_

**Address of Application Property:** \_\_\_\_\_

**Development Name (if applicable):** \_\_\_\_\_

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: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

**Property Owner:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

**Brief Description of Proposed Use:** (or 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): \_\_\_\_\_ **Date:** \_\_\_\_\_

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