

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 (6) copies of a completed Special Permit Application Form.
2. **WRITTEN STATEMENT:** Provide (6) 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 (6) total sets of plans, as follows:
 - (1) set of plans not to exceed 24" x 36" and (5) sets of plans not to exceed 11"x17" for complete site plans
 - Landscaping plans, when required
 - Master signage plans, when required
 - For Sign Special Permit applications, (6) copies of the 11" x 17" renderings of the proposed signs showing all dimensions and setbacks are required.
 - Additionally, where relief is requested from dimensional requirements or applicants otherwise seek to exceed allowable size limits, applicants are required to provide a compliant design for comparison
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**

<u>Modification to Special Permit</u>	\$550.00 + # of abutters x \$2.00 for postage
<u>Sign Special Permit</u>	\$550.00 + # of abutters x \$2.00 for postage
<u>Other Special Permits</u>	\$550.00 + # of abutters x \$2.00 for postage
<u>Table of Uses Special Permit</u>	\$400.00 + # of abutters x \$2.00 for postage

Example for postage calculation: 10 abutters x \$2.00 = \$20.00

**Town of Tewksbury
Massachusetts**

Planning Board

APPLICATION FOR HEARING

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