



# Amesbury

PLANNING BOARD

Town Hall

## APPLICATION FOR SPECIAL PERMIT

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Title Reference - Book \_\_\_\_\_ Page \_\_\_\_\_

Application is hereby made for a special permit under the requirements of Section V, Paragraph D of the Amesbury Zoning Bylaw.

Premises affected are situated on \_\_\_\_\_ Street, Amesbury, Massachusetts, and on Map # \_\_\_\_\_, Lot # \_\_\_\_\_ of the Assessor's Map.

1. Type of Special Permit Required: \_\_\_\_\_

2. Zoning District: \_\_\_\_\_

3. Has there been any previous appeal or permit on this property: \_\_\_\_\_

If yes, explain: \_\_\_\_\_

4. Lot Size: \_\_\_\_\_

5. Size of Building(s) existing or proposed: \_\_\_\_\_

\_\_\_\_\_

6. Occupancy of Use, existing /proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Is site plan review required: \_\_\_\_\_

8. Is Subdivision Control Law approval required: \_\_\_\_\_

9. Other permits required: \_\_\_\_\_

10. Description of proposed work/use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Principal Points upon which application is based: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Owner (if not Applicant)

**Filing Fee: \$500.00 plus \$100 per lot (CAD, Cluster) or \$50 per dwelling unit (multi-family)**

Received: \_\_\_\_\_

Distributed: \_\_\_\_\_

Hearing: \_\_\_\_\_

**Application must be filed in duplicate, accompanied by five (5) sets of plans, a list of abutters, and a Building Inspector refusal; If site plan approval or subdivision control law approval is necessary, eight (8) sets of plans shall be submitted.**

## **SPECIAL PERMIT REQUIREMENTS**

1. All special permit applications must be presented by individuals, partnerships or corporations being parties of interest in the permit applied for. No application will be acted upon unless accompanied by the name or names of the person having title to the property involved, and the book and page of the recording of the deed to said property. The applicant, their attorney, or representative must be present at the time of the public hearing; otherwise the application may be dismissed.
2. All applications shall be accompanied by a plot plan in ink, drawn to scale, showing the actual dimensions of the lot and the exact location and size of the existing building(s) or structure(s) or of the building(s) or structure(s) to be erected. Included on the plan should be the streets or ways adjacent to the lot. The Planning Board shall keep on file in their office a copy of the application and a copy of the plan.
3. The application must include the names and addresses of all abutters to the property in question, including property across the street or right of way, the owners of land within three hundred (300) feet of the property line; all as they appear on the most recent applicable tax list and certified by the Board of Assessors.
4. Applications requiring a recording of a plan must be accompanied by a recordable linen plan, plus copy, and said plan must contain an engineer's seal. A plan that is to be recorded in the Registry of Deeds must be at least 14 by 9½ inches.
5. All applications must specifically set out the nature of the special permit sought. Only the appeal that is specifically set forth in the application will be considered by the Board unless a change is voted by a majority of the Board.
6. A public hearing will be held by the Planning Board within 65 after filing of an application. Notice of public hearing will be given by publication in the newspaper once in each of two successive weeks, the first publication being not less than fourteen (14) days before the day of the hearing. Cost of the mailing and publication will be paid by the applicant.
7. No application will be accepted or published until the application form, the plan, the list of abutters, review fees and the filing fee have been submitted to the Planning Board or their representative.
8. Complete regulations for special permits are found in Section X, Paragraph J of the Amesbury Zoning Bylaw.