



**PLANNING DEPARTMENT**  
Community Development Division

**Special Permit - Planned Development District (*Preliminary*) instructions.**

**Procedure and Requirements for Filing an Application for a Preliminary Planned Development District Special Permit;**

The following information must be submitted thirty (30) days prior to the first public hearing. Failure to submit the required information within the time periods prescribed may result in a dismissal by the Planning Board of an application as incomplete. The information herein is an abstract of more specific requirements listed in the Zoning Bylaw and is not meant to supersede them.

- **Step 1: Pick up application package:**  
The petitioner picks up complete application package and Zoning Bylaw to reference specific requirements of special permit.
- **Step 2: Special Permit Application Form:**  
Petitioner completes (3) copies of the application form. All information as required shall be completed.
- **Step 3: Plan Preparation:**  
Petitioner submits all of the required information as cited in Sections 7.2.1 and 10.31 in the North Andover Zoning Bylaw.
- **Step 4: Submit Application:**  
On or before noon on the application deadline date the petitioner goes to the Town Clerk to obtain a time stamp on four applications. Leave one application with the Town Clerk and bring 3 time stamped applications to the Planning Department. Petitioner submits to the Planning Department 3 sets of full size plans 1" =40' no larger than 24"x36" prepared by a Registered Professional Engineer or Land Surveyor. Petitioner submits an additional 6 sets of plans no larger than 11"x17". Applicant must include submittal of outside consultant review escrow form..
- **Step 5: Submit Filing Fees:**  
The petitioner submits two separate checks for filing fees in the following amounts:
  - \$100.00-Special Permit Application Fee
  - \$2,000.00-Minimum Outside Consultant Fee
- **Step 6: Mail Application to Outside Consultant:**  
The petitioner mails a copy of the plan and application to the outside consultant for review. Please contact the Planning Department for more information.
- **Step 7 Notification of Parties in Interest:**  
Petitioner picks up an updated certified abutters list from the Assessor's office (located at 120 Main St.) It is to be submitted as part of the application submittal.
- **Step 8: Legal Notice:**  
The petitioner is responsible for delivering the legal notice to the newspaper to be published and is responsible for costs for same. The petitioner is responsible for the costs for certified mailing of the legal notice to each abutter. See specific updated instructions for certified mailing of legal notices attached.
- **Step 9: Public Hearing before the Planning Board:**  
The petitioner should appear in his/her behalf, or be represented by an agent or attorney. In the absence of any appearance without due cause on behalf of the petitioner, the Planning Board shall decide on the matter by using the information it has otherwise been provided.
- **Step 10: Decision:**  
After the hearing(s), a copy of the Planning Board's decision will be sent to the petitioner, engineer and all parties in interest. (Any appeal of the Planning Board's decision may be made pursuant to Massachusetts General Laws Ch. 40A sec. 17 within twenty (20) days after the decision is filed with the Town Clerk.)
- **Step 11: Recording Certificate of Decision Plans:**  
The petitioner is responsible for recording certification of the decision and any accompanying plans at the Essex North Registry of Deeds, Lawrence Massachusetts. Petitioner should bring in one recorded copy of the decision and three paper copies of the recorded pan of land along with the proof of recording cash register slip to the Planning Department.

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### WRITTEN DOCUMENTATION

Applications for a special permit must be supported by a legibly written or typed memorandum setting forth in detail all facts relied upon. Addressing each of the below points individually is required with this application.

### GENERAL REQUIREMENTS TO BE MET FOR OBTAINING A SPECIAL PERMIT:

- Encouraging the most appropriate use of land;
- Preventing overcrowding of land;
- Conserving the value of land and buildings;
- Lessening congestion of traffic;
- Preventing undue concentration of population;
- Providing adequate light and air;
- Reducing the hazards from fire and other danger;
- Assisting in the economical provision of transportation, water, sewerage, schools, parks, and other public facilities;
- Controlling the use of bodies of water, including watercourses;
- Reducing the probability of losses resulting from floods; and
- Reserving and increasing the amenities of the Town; AND

### ZONING BYLAW SECTION 10.31

The Special Permit Granting Authority must have all the following conditions met:

- The specific site is an appropriate location for such a use, structure or condition;
- The use as developed will not adversely affect the neighborhood;
- There will be no nuisance or serious hazard to vehicles or pedestrians;
- Adequate and appropriate facilities will be provided for the proper operation of the proposed use;
- The Special Permit Granting Authority shall not grant any Special Permit unless they make a

- specific finding that the use is in harmony with the general purpose and intent of this Bylaw.

### SPECIFIC REQUIREMENTS TO BE MET FOR OBTAINING A PRELIMINARY PDD SPECIAL PERMIT:

A Plan prepared by a Registered Professional Engineer or Surveyor. See Bylaw Section 11 PDD.

- Planned Development Boundaries, north point, date, scale, legend, and title "Preliminary Plan Planned Development; the name or names of applicants, and engineer or designer.
- Names of all abutters, land uses, and approximate location and width of all adjacent streets.
- In a general manner, the existing and proposed lines of street ways, easements of any public areas within or next to the Planned Development.
- The approximate boundary lines of existing and proposed lots with approximate areas and dimensions.
- The proposed system of drainage, including adjacent existing natural waterways and the topography of the land in a general manner.
- Existing and proposed buildings, significant structures and proposed open space in a general manner.
- An analysis of the natural features of the site, including wetlands, floodplains, slopes over 12%, soil conditions, and other features requested by the Planning Board.
- A description of the neighborhood in which the tract lies, including utilities and other public facilities and the general impact of the proposed PDD upon them.
- A summary of environmental concerns relating to the PDD.

**NOTE:** A Special Permit once granted by the Planning Board will lapse in two (2) years if not exercised unless the Planning Board grants an extension.