Print Form

PLANNING DEPARTMENT

Community Development Division

Special Permit – Site Plan Review – instructions -

Procedure and Requirements for Filing an Application for Site Plan Review;
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 plan information as cited in section 8.3 in the North Andover Zoning Bylaw. The following information must be either shown on the plan or described as part of the written documentation:

  a) North arrow/location map m) Location of roadways
  b) Survey of the lot/parcel n) Outdoor storage/display areas
  c) Name/description of project o) Landscaping plan
  d) Easements/legal conditions p) Refuse areas
  e) Topography q) Lighting facilities
  f) Zoning information r) Drainage Basin Study
  g) Storm water drainage plan s) Traffic Impact Study
  h) Building (s) location t) Commonwealth review
  i) Building elevation u) Utilities
  j) Location of parking/walkways v) Fiscal Impact
  k) Location of wetlands w) Community Impact
  l) Location of walls/signs

- **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". Application 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:
  - Special Permit Application Fee- $400.00 plus 7 cents per sq. ft. of gross floor area of project.
  - Outside Consultant Fee – based on square footage of project not less than $2,000.00.

- **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.

1600 Osgood Street, Bldg. 20, Suite 2-36 Planning Dept. North Andover, MA 01845
Phone 978-688-9535 Fax 978-688-9542. Web www.townofnorthandover.com
Edited 8/1/07

- Step 10: Decision:

  Decision is sent to the petitioner. Any appeal of the Planning Board's decision may be made pursuant to Massachusetts General Laws Ch. 40A sec. 17 within 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 plan of land along with the proof of recording cash register slip to the Planning Department

May 22, 2008 revised 8/28/08

By order of the Planning Board

THIS IS THE UPDATED PROCESS TO PREPARE CERTIFIED MAIL.

Any one filing an application with the Planning Department will be required to incur costs for certified mailing of legal notices to abutters.

The process for legally noticing to abutters is as follows.

1. Obtain a certified abutters list from the Assessor's office.

2. Create 3 sets of type written labels that contain the full name, full street number, full street address, full city and state, & zip code of each abutter.

3. Create one set of return address labels as follows:

Town of North Andover 1600 Osgood Street Bldg. 20, Suite 2-36 Planning Department c/o Mary North Andover, MA 01845

4. You will be required to obtain a postal service certified mail green and white slip. You can get them from the post office.

5. Affix one abutter label to the green & white slip.

6. Affix one abutter label to the actual envelope.

7. Affix the Planning Department return address label to the upper left hand corner of the envelope.

8. Cost of postage for certified mail is $0.42 + $2.70 =$3.12 per mailing envelope of which the applicant is responsible for, you will need to purchase the correct amount of postage stamps from the post office.

9. Bring the envelopes along with the green & white slips and the proper postage to Mary at the Planning Department, she will insert the legal notice inside the envelope and then mail the envelopes out.

10. Bring the 3rd set of mailing labels to Mary at the Planning Department because these labels will be used to mail the decision to the abutters. Applicant is responsible for submitting a 0.42-cent stamp for each abutter to the Planning Department.

Please note: postage meter slips will not be accepted in lieu of stamps.

Special Permit – Site Plan Review

GENERAL REQUIREMENTS TO BE MET FOR OBTAINING A SITE PLAN REVIEW SPECIAL PERMIT

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.

- 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 SITE PLAN REVIEW SPECIAL PERMIT

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:
- A recorded maintenance agreement running in perpetuity with the land of each shared driveway.
- Written verification that the driveway shall not service more than a total of two lots as required by section 2.30.1 of the Zoning Bylaw.

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.

PLANNING DEPARTMENT
Community Development Division

Special Permit – Site Plan Review Application

Please type or print clearly.

1. Petitioner: _____
   Petitioner's Address: _____
   Telephone number: _____

2. Owners of the Land: _____
   Address: _____
   Number of years of ownership: _____

3. Year lot was created: _____

4. Description of Proposed Project:
_____
_____
_____
_____

5. Description of Premises: _____

6. Address of Property Being Affected: _____
   Zoning District: _____
   Assessors Map: _____ Lot #: _____
   Registry of Deeds: Book #: _____ Page #: _____

7. Existing Lot:
   Lot Area (Sq. Ft): _____ Building Height: _____
   Street Frontage: _____ Side Setbacks: _____
   Front Setback: _____ Rear Setback: _____
   Floor Area Ratio: _____ Lot Coverage: _____

8. Proposed Lot (if applicable):
   Lot Area (Sq. Ft): _____ Building Height: _____
   Street Frontage: _____ Side Setbacks: _____
   Front Setback: _____ Rear Setback: _____
   Floor Area Ratio: _____ Lot Coverage: _____

9. Required Lot (as required by Zoning Bylaw):

Lot Area (Sq. Ft): _____ Building Height: _____
Street Frontage: _____ Side Setbacks: _____
Front Setback: _____ Rear Setback: _____
Floor Area Ratio: _____ Lot Coverage: _____

10. Existing Building (if applicable):

Ground Floor (Sq. Ft.): _____ # of Floors: _____
Total Sq. Ft.: _____ Height: _____
Use: _____ Type of Construction: _____

11. Proposed Building:

Ground Floor (Sq. Ft.): _____ # of Floors: _____
Total Sq. Ft. _____ Height: _____
Use: _____ Type of Construction: _____

12. Has there been a previous application for a Special Permit from the Planning Board on these premises?
_____ If so, when and for what type of construction? _____

13. Section of Zoning Bylaw that Special Permit Is Being
Requested_____

14. Petitioner and Landowner signature(s):

Every application for a Special Permit shall be made on this form, which is the official form of the Planning Board. Every application shall be filed with the Town Clerk's office. It shall be the responsibility of the petitioner to furnish all supporting documentation with this application. The dated copy of this application received by the Town Clerk or Planning Office does not absolve the applicant from this responsibility. The petitioner shall be responsible for all expenses for filing and legal notification. Failure to comply with application requirements, as cited herein and in the Planning Board Rules and Regulations may result in a dismissal by the Planning Board of this application as incomplete.

Petitioner's Signature: _____

Print or type name here: _____

Owner's Signature: _____

Print or type name here: _____

15. Please list title of plans and documents you will be attaching to this application.

_____
_____
_____
_____
_____
_____

PLANNING DEPARTMENT
Community Development Division

Special Permit – Site Plan Review

PROJECT REVIEW FEES

Preliminary plan, modification of a Preliminary Plan, Modification of a Definitive Plan, or Modification of a Special Permit shall require the following initial Project Review Fee:

Project Size	Fee
2-15 lots/units	$2,000
16-20 lots/units	$3,000
21-25 lots/units	$4,250
More than 25 lots/units	$5,000

Definitive Plan shall require the following initial Project Review Fee:

Project Size	Fee
2-15 lots/units	$4,000
16-20 lots/units	$6,000
21-25 lots/units	$10,000
More than 25 lots/units	$12,000

Special Permit shall require the following initial Project Review Fees:

Project Size	Fee
Less than 10,000 square feet	$2,000
10,000-30,000 square feet	$3,000
30,000-50,000 square feet	$4,000
More than 50,000 square feet	$5,000

Depending on the complexity of issues presented, additional fees may be required.

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