

**SITE PLAN REVIEW SPECIAL PERMIT  
PROCESS & TIME LINES  
Zoning Bylaw § 145-42**

- Assess whether applicant needs to file with Planning or Zoning based on parking spaces per 145-42 H, and whether eligible for exemption per 145-42 B. (1) & (2). For assistance, consult Zoning Enforcement Officer 978-597-1700 Ext. 1726, Planning Board Assistant 978-597-1700 Ext. 1722 or Land Use Coordinator, 978-597-1700 Ext. 1723.
- Applicant files original application and one set of plans, with Town Clerk. Include fees as listed on application. Seven additional sets of plans are usually required. For small scale projects, if no plans are submitted, Board will assess if they are required and level of engineering. After a preliminary review, the Board may waive a requirement that plans be prepared by a registered architect, landscape architect, professional land surveyor or professional engineer. (145-42 D. & D. (1).)
- Town Clerk stamps date of filing, keeps one copy of application & one set of plans & transmits the remainder to the Planning Board forthwith.
- Planning Board prepares Mandatory Referral Notices for distribution to Board of Selectmen, Conservation Commission and Board of Health. As a courtesy, the Planning Board may also distribute a Notice to all remaining Town Boards & Departments. Written responses shall be returned to the Planning Board, within 35 days of the Referral Notice, with a copy of comments provided to the applicant. No response shall be deemed as “no opposition or desire to comment.” (145-65 E. (1) & (2))
- Planning Board sets up Public Hearing, to be held within 65 days of receipt, prepares Legal Notice & files Notice with Town Clerk for public posting.
- Planning Board sends Legal Notice to newspaper to be published for two consecutive weeks, with the second week to be not less than seven days prior to the public hearing. (Deadline for ads to go to the newspaper is Monday at 5:00 p.m.)
- Planning Board receives Abutter’s List from Assessor’s Office (request label format) which contains abutters within 300 feet of site, prepares envelopes, and sends out copies of Legal Notice to abutters. Copies also go to seven abutting towns, and to all Boards & Departments.
- Planning Board issues “Decision” within 90 days of the date of the close of the public hearing. (Time may be extended by written agreement from applicant. Form is available on line & must be filed with Town Clerk.)
- Prepare “Notice of Decision” and file with Decision at Town Clerk’s within 14 days of date of decision. It is the applicant’s responsibility to record the Decision at the Registry of Deeds.
- Notice of Decision and/or Decision goes to Town Boards. Notice only goes to abutters, and other abutting towns.