



Town of Lancaster, Massachusetts
Office of Community Development and Planning

**LANCASTER PLANNING BOARD
SPECIAL PERMIT APPLICATION**

Five copies to the Planning Board. One copy to the Town Clerk.

1. OWNER/PETITIONER: _____
Address _____
Telephone _____
E-mail _____

2. AGENT FOR OWNER (if applicable): _____
Address _____
Telephone _____
E-mail _____

3. PREMISES FOR WHICH SPECIAL PERMIT IS SOUGHT:

Street _____
Between _____ Street and _____ Street
Registry of Deeds Book _____ Page _____
Assessor's Map _____ Parcel _____

4. APPLICATION FOR:

_____ Rapid Development as authorized at Section 220-17
_____ Flexible Development as authorized at Section 220-15
_____ Major Residential Development as authorized at Section 220-20
_____ Disturbance control departure as authorized at Section 220-36.1 (A)
_____ Shared or extended driveway as authorized at Section 220-22 (G) and (H)
_____ Health & Fitness Center as authorized at Section 220-8.3 (H)
_____ Medical Clinic as authorized at Section 220-8.5 (J)
_____ Lot shape as authorized at Section 220-14
_____ Setback for soccer field as authorized at Section 220-11 (B)
_____ Building design as authorized at Section 220-35 (B) and (C)
_____ Lighting as authorized at Section 220-36.2 (H)
_____ Water Resource District as authorized at Section 220-39

Last Revised: June 2009

5. REQUIRED SUBMITTALS:

1. An application fee of \$150.00 plus \$15.00 per unit must accompany the application (check payable to the *Town of Lancaster*)
2. Advertising fee of \$30.00 (check payable to the *Town of Lancaster*)
3. A list of parties in interest
4. Revenue Certification Form

A. FOR RAPID DEVELOPMENT

_____ Written explanation of how the proposal serves an important unmet housing need.

_____ Written explanation of impacts on public services, documenting they will not be overburdened by the proposal.

_____ Six copies of a Development Plan as described at Section 301-8 of the Subdivision Regulations.

B. FOR FLEXIBLE DEVELOPMENT

_____ Calculations justifying the proposed number of lots in relation to land area.

_____ Six copies of a Development Plan as described at Section 301-8 of the Subdivision Regulations.

C. FOR MAJOR RESIDENTIAL DEVELOPMENT

_____ Six copies of Basic and Alternative plans as required at Section 220-20 (B), an Environmental Analysis, plus additional materials as required at Section 220-20 (B).

D. FOR DISTURBANCE CONTROLS DEPARTMENT

_____ Six copies of a vicinity plan at 1"=100' or larger, indicating relationship of the disturbance source, zoning district boundaries, and use of adjacent and nearby premises.

Last Revised: June 2009

E. FOR SHARED OR EXTENDED DRIVEWAYS

_____ Six copies of a plan of the driveway, parking facilities, development being served, and lot boundaries for each serviced lot, and in the case of extended driveways, existing and proposed centerline profile, at 1"=40' horizontal and 1"=4' vertical unless another scale is approved prior to submittal.

F. HEALTH & FITNESS CENTER

_____ Six copies of a site plan of the layout of the Health and Fitness Center on the lot, as well as the layout of the interior of the facility.

G. MEDICAL CLINIC

_____ Six copies of a site plan of the layout of the Medical Clinic on the lot, as well as the layout of the interior of the facility.

H. LOT SHAPE

_____ Six copies of a plan of the lot showing *gross lot area* and the *lot shape calculation*, including any areas being excluded from the calculation of *lot area*.

I. SETBACK FOR SOCCER FIELD

_____ Six copies of a plan showing the layout, dimensions, and setbacks of the soccer field in relation to all abutting properties with a residential dwelling unit.

J. BUILDING DESIGN

_____ Six copies of an architectural drawing showing those design elements that are requesting an exemption of this bylaw, and if necessary, a plan showing the layout and dimensions of the building and the lot.

K. LIGHTING

_____ Six copies of the alternative lighting proposal.

Last Revised: June 2009

L. WATER RESOURCE DISTRICT

_____ Six copies of a site plan with attachments as specified in Section 220-39 (F), Subsection 5.

6. ADDITIONAL SUBMITTALS (if applicable)

7. SIGNATURE OF OWNER/PETITIONER _____
Date _____

8. SIGNATURE OF AGENT FOR OWNER (if applicable)

Date _____

Last Revised: June 2009

CERTIFIED LIST OF PARTIES IN INTEREST

OWNERS NAME: _____
ADDRESS OF PROPERTY: _____
MAP & PARCEL: _____

The following is a list of all parties of interest, as defined by Massachusetts General Laws, Chapter 40A, Section 11.

PARTIES IN INTEREST shall mean the Petitioner, abutters, owners of land directly opposite on any Public or Private Street or way and abutters to the abutters within 300' of the property line, even though said land is in another city and/or town, and the Planning Boards of Lancaster and contiguous towns.

NAME	LEGAL MAILING ADDRESS (ZIP)
APPLICANT:	
OWNER:	
AGENT/ATTORNEY:	
LANCASTER PLANNING BOARD	
HARVARD PLANNING BOARD	
BOLTON PLANNING BOARD	
CLINTON PLANNING BOARD	
LEOMINSTER PLANNING BOARD	
SHIRLEY PLANNING BOARD	
LUNENBURG PLANNING BOARD	

Last Revised: June 2009

REVENUE CERTIFICATION

Application/Petition/Appeal of:

1. Applicant: _____

2. Owner: _____

3. Property: Assessors Map _____ Parcel _____

Pursuant to G.L. c. 40D, Section 57, and the General By-Laws of the Town of Lancaster, the undersigned applicant hereby certifies as follows:

- 1) The following named persons, firms or corporations constitute the complete list of all parties having an ownership or proprietary interest in the property or use subject to the above-entitled application.
- 2) Each of the below listed parties have complied with the laws of the Commonwealth of Massachusetts and the Town of Lancaster in that they have not neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period.

NAME OF INTERESTED PARTY	ADDRESS
OWNER:	_____
APPLICANT:	_____
OTHER:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed under the pains and penalties of perjury,

Signature of Applicant

Dated: _____

CERTIFIED BY TOWN OF LANCASTER TOWN COLLECTOR

Dated: _____

Last Revised: June 2009