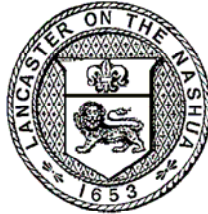


# Town of Lancaster

## Expedited Permitting Guidebook



*Photo by Noreen Piazza*

A Guide to the Review and Approval Process for Priority  
Development Sites in the Town of Lancaster

October 2010

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# Introduction

## General

The purpose of this guidebook is to streamline the permitting process by summarizing the various staff, departments, boards and commissions involved with the land development process in the Town of Lancaster, Massachusetts. The development process requires that a number of permits, approvals, and licenses be obtained for nearly every project; only the most common ones related to land based development are summarized in this guidebook.

This guidebook is intended solely for the development of Chapter 43D Priority Development Sites (PDSs) located in the Town of Lancaster. According to state regulations, a PDS must be:

- Commercially or industrially zoned (including mixed use);
- Eligible for development/redevelopment of a building of at least 50,000 sq. ft. of gross floor area;
- Approved by the local governing authority; and
- Designated by the Commonwealth of Massachusetts Interagency Permitting Board.

This guidebook provides information on the permitting process associated with project review and approval by outlining the staff and permits required for land development. Applicants are encouraged to obtain and review the rules, regulations and standards appropriate for the development..

## The Expedited Permitting Program

The Town has accepted the provisions of Chapter 43D of the Massachusetts General Laws (M.G.L. Ch 43D) as amended pursuant to Section 11 of Chapter 205 of the acts of 2006. Chapter 43D provides a transparent and efficient process for municipal permitting guaranteeing decisions by permitting authorities within 180 days on PDSs.

## Town of Lancaster

The Town of Lancaster welcomes commercial and industrial projects that reflect the Town's character. Developers are encouraged to review this guidebook as well as to become familiar with the Town's rules, regulations and bylaws.

# Introduction

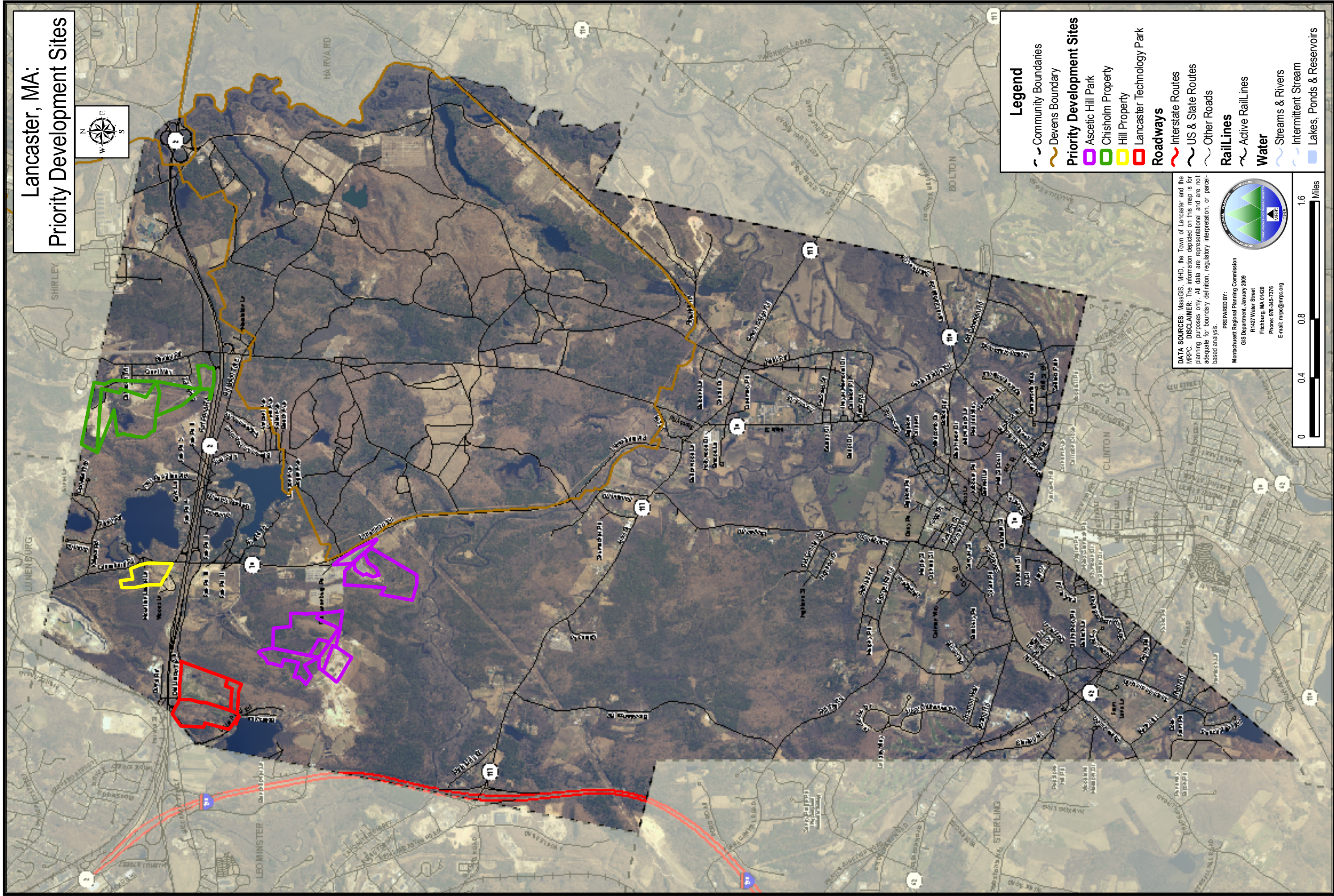


The Priority Development Sites as of April 2010 in Lancaster are shown in Figure 1-1 and include:

- Chisholm Property
- Hill Property
- Lancaster Technology Park

This guidebook does not include all regulations and permits required for every project and does not fully describe permits that may be required by federal or state agencies, and, when in conflict, Chapter 43D of the M.G.L takes precedence over this guidebook. Strict adherence to local permitting requirements will minimize project delays and reduce the need for extensive revisions. In adopting this expedited permitting process, Town officials are committed to working closely with applicants to guide them through the successful completion of development projects.






Lancaster, MA:  
Priority Development Sites



**DATA SOURCES:** MassGIS, MHD, the Town of Lancaster and the MRPC. **DISCLAIMER:** The information depicted on this map is for planning purposes only. All data are representational and are not adequate for boundary definition, regulatory interpretation, or parcel-based analysis.

**PREPARED BY:**  
Montachusett Regional Planning Commission  
GIS Department, January 2009  
R1427 Water Street  
Fitchburg, MA 01420  
Phone: 978-345-7376  
E-mail: mrpc@mrpc.org



0 0.4 0.8 1.6 Miles



# Step-by-Step Permitting Instructions



## **Step 1: Contact Planning Director/Conservation Commission Review 1<sup>st</sup> Draft of Site Plan**

Applicant contacts Planning Director to introduce project. Applicant provides Planning Director with 1<sup>st</sup> Draft of Site Plan. Planning Director coordinates meeting with Conservation Commission if appropriate. Conservation Commission reviews 1<sup>st</sup> Draft of Site Plan and provides initial comments. Applicant incorporates Conservation Commission comments into a 2<sup>nd</sup> Draft of Site Plan.

The review/permitting process associated with the Conservation Commission's jurisdiction can be a lengthy process and comments from the Conservation Commission may require substantial changes to the plan's layout. Therefore, this early review by the Conservation Commission is an effort to minimize the number of iterations of review by the full cross-section of permitting authorities.

If the project does not require Conservation Commission review, the 1<sup>st</sup> Draft of the Site Plan will be introduced to the permitting authorities as described in Step 2.

## **Step 2: Informal "Tech Team" Review of 2<sup>nd</sup> Draft of Site Plan**

Tech Team includes representatives from: Police, Fire, Department of Public Works, Board of Health, Inspection Services Department, Planning, Conservation Commission, Historical Commission, and Assessor's Office. This is the first opportunity for the full cross-section of the permitting authorities to comment on Plan. Applicant is not usually present at these reviews. The permitting authorities perform a preliminary review of Plan. Tech Team will assist in identifying regulations that apply to the proposed project and issues that are of concern as well as the permits that will be required. The tech team may also provide feedback on potential solutions to site design concerns. Comments from this informal review are provided to applicant. Applicant then incorporates these informal comments into 3<sup>rd</sup> Draft of Site Plan.

## **Step 3: 3<sup>rd</sup> Draft of Site Plan is Distributed by Planning Director**

Applicant provides the Planning Director with the 3<sup>rd</sup> Draft/Final Site Plan as part of formal Site Plan Application process including copies and fees as indicated on the application. Planning Director reviews Site Plan Application for completeness. Once application is complete, Planning Director distributes the applicant's plan to the permitting authorities for a formal review. Review by the permitting authorities is concurrent. Individual applications for permits required by various local authorities should be submitted with the Site Plan Application if possible and appropriate.

# Step-by-Step Permitting Instructions



## Step 4: Public Hearings/Meetings

The Site Plan Application requires a public meeting with the Planning Board. The public meeting will occur within 60 days of the completed Site Plan Application submittal. Some other applications for permits may also require public meetings or hearings. Refer to the various department and board sheets in Section 3 with attention to the Application Timelines provided. An example of a concurrent process requiring a public hearing may be the Notice of Intent filed with the Conservation Commission.

For the Site Plan Application, the Town, through the Planning Board will provide notice of the public meeting.

The applicant will attend the public meeting to present the proposed project.

## Step 5: Vote / Decision Issued

Some permits require a vote of a board or commission following the hearing/meeting. In the case of the Site Plan Application, following the public meeting, the Planning Board will coordinate the comments and conditions from the various town boards and commission. The applicant will receive a letter issued by the Planning Board organized into the various components of the project with the conditions for each component.

Some decisions require a public appeal period. Following the appeal period, as appropriate, the decision is recorded at the Registry of Deeds.

## Step 6: Construction Inspections/Permits

Applicant applies to building inspector for building permit. The appropriate inspector inspects the on-going/completed construction.

## Step 7: Post-construction Inspections/Permits

Applicant applies for Certificate of Compliance and Occupancy Permit, as appropriate.

## Step 8: Notices Construction is Complete

Applicant provides notice of completion of construction.





# Step-by-Step Permitting Instructions

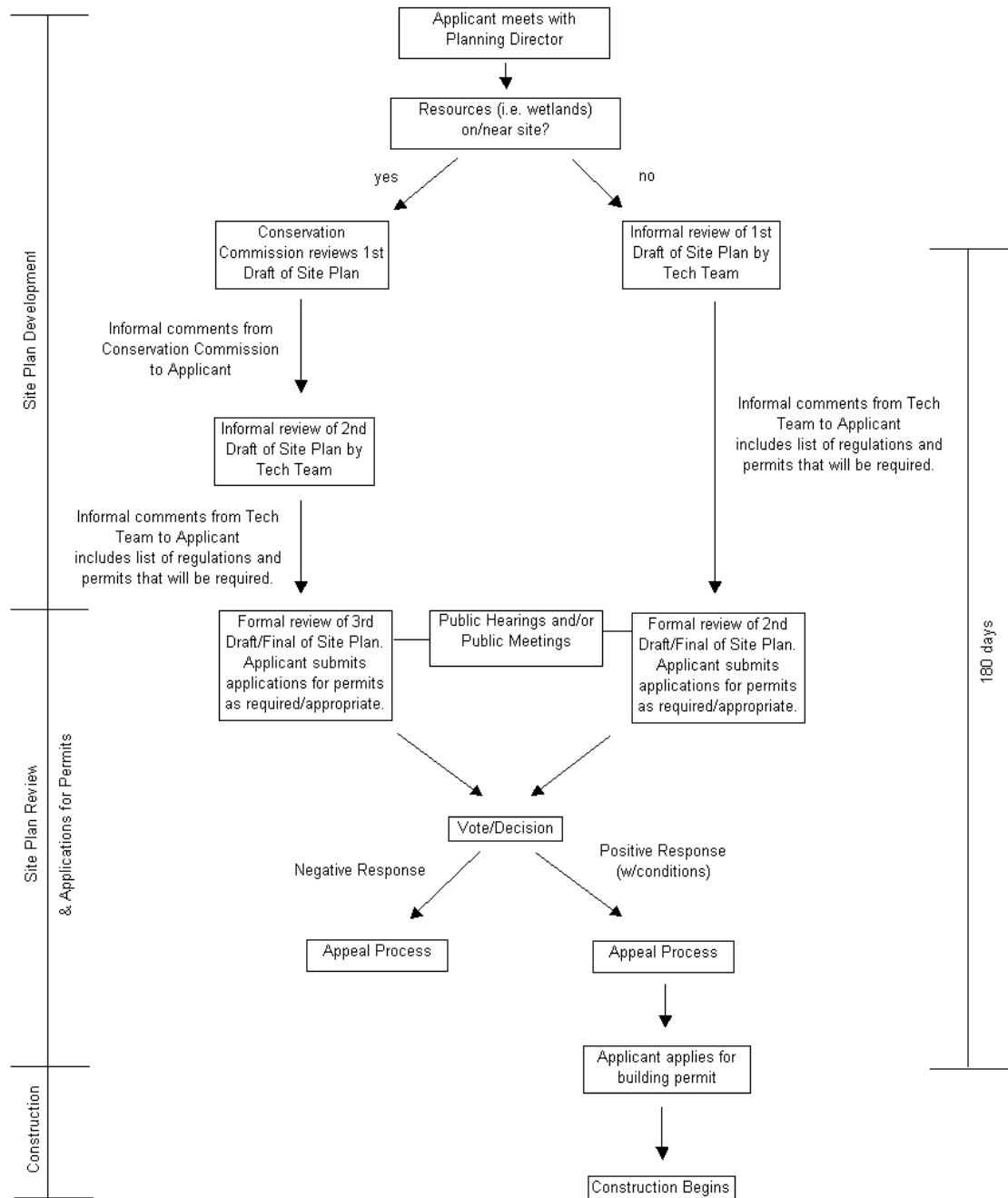


Figure 2-1. Flow Diagram of Step-by-Step Permitting Process



## Permitting/Licensing Boards, Commissions, Departments



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*Photos provided in this section courtesy of the Pioneer Valley Planning Commission in Springfield, MA.*

## Community Development and Planning



### Description of Board:

The Community Development and Planning office is responsible for coordinating and directing all planning activities in the Town and serves as staff support to the Planning Board, Conservation Commission, and the Zoning Board of Appeals. The Planning Director must review all development plans for compliance, ensure the plans are developed as approved, direct all long-range planning, update the Town's Master Plan, provide technical advice to citizens and the Boards, and seek and secure grants to support planning related activities.

### Department:

Community Development  
and Planning

### Planning Director:

Noreen Piazza

### Administrative Assistant:

Linda Michalak

### Contact:

695 Main Street, Suite 4

Lancaster, MA 01523

Phone: 978-368-4007

Fax: 978-368-4009

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_CommDev/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_CommDev/index)

### Office Hours:

Mon.-Thur., 9am-4pm

### Permits Issued:

See information on Planning Board, Conservation Commission and Zoning Board of Appeals.



# Planning Board

**Department:**

Planning Board

**Planning Director:**

Noreen Piazza

**Administrative Assistant:**

Linda Michalak

**Contact:**

695 Main Street, Suite 4

Lancaster, MA 01523

Phone: 978-368-4007

Fax: 978-368-4009

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_BComm/planning](http://www.ci.lancaster.ma.us/Pages/LancasterMA_BComm/planning)

**Office Hours:**

Mon.-Thur., 9am-4pm

**Meeting Schedule:**

2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, 7pm at Lancaster Town Hall

**Description of Board:**

The Board has been established in order to review and approve:

- Preliminary Subdivision Plans
- Definitive Subdivision Plans
- ANR (Approval Not Required) Plans
- Site Plans
- Special Permits
- Stormwater Management Permits
- Create and modify the Zoning Bylaws
- Update the Master Plan

**Permit Applications:**

- Approval Not Required (ANR) Application
- Site Plan Application
- Planning Board (PB) Special Permit Application
- Stormwater Permit Application
- Residential Subdivision Plan
  - Preliminary
  - Definitive

**Permit Application Process:**

1. ANR – Applicant submits form, application reviewed at public meeting, planning board issues an endorsement on plan. Letter sent to Town Clerk with copy to applicant. Recorded at Registry of Deeds.
2. Site Plan – Applicant submits site plan, application is reviewed at public meeting, letter is issued. Letter details project conditions by project component. Any substantial change in plan after approval requires submittal of an amendment. No expiration date.
3. Special Permits – Applicant submits form, public hearing on application is held, Decision of Approval is issued. Valid for 2 years; extension may be requested.
4. Stormwater Permit – Applicant submits form, public hearing on application is held, permit issued. Valid for 3 years; extension may be requested.
5. Residential Subdivision Plans – Preliminary plan submitted for review, notification of approval. Definitive plan submitted for review, public hearing, decision/vote, certificate of approval issued.

# Planning Board

**Chair:**

Jeanne Rich

**Vice Chair:**

Francis Sullivan

**Clerk:**

Phillip Lawler

**Members:**

Victor Koivumaki

John King

**Obtain Permit Applications:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_BComm/pbformsandapplications](http://www.ci.lancaster.ma.us/Pages/LancasterMA_BComm/pbformsandapplications)

**Advertising Requirements:**

Dependent on type of permit requested; typically a minimum of 14 days in advance of public hearing.

**Time Frame for Public Hearing:**

Dependent on type of permit requested. See attached table for Planning Board Application Timelines.

**Time Frame for Decision:**

Dependent on type of permit requested. See attached table for Planning Board Application Timelines.

**Appeal Process:**

20-day appeal period for Special Permit, Stormwater Permit, and Subdivision Approval.

**Fee Schedule:**

Dependent on type of permit requested. See forms and Town Website.

| Permit                      | Fee  |
|-----------------------------|--|
| Approval Not Required (ANR) | \$100 plus \$50 per lot  |
| Site Plan Review            | \$200 plus \$15 per space, plus Professional Review  |
| Special Permit              | \$150 plus \$15 per Unit   |
| Special Permit Extension    | \$150  |
| Preliminary Subdivision     | \$1,000 (\$200 Administrative, \$800 Professional Review) plus \$225 per lot   |
| Definitive Subdivision      | \$500 (\$100 Administrative, \$400 Professional Review) Plus \$10 per foot of road (\$5 Administrative, \$5 Professional Review) |

**Applicable Local, State and Federal Statutes:**

Lancaster Zoning Bylaws

Lancaster Stormwater Management Bylaw

Lancaster Subdivision Regulations



# Planning Board



## Town of Lancaster Planning Board Application Timelines

| Type of Application                               | Time to Public Hearing/<br>Meeting        | Time to Vote                               | Time to Sign Decision/<br>Submit to Clerk  | Time to Endorse                        |
|---|---|--|--|--|
| Preliminary Subdivision                           | Within 45 days from<br>date of submission | Within 45 days from<br>date of submission  | N/A  | N/A                                    |
| Definitive Subdivision<br>(Preliminary filed)     | Within 90 days from<br>date of submission | Within 90 days from<br>date of submission  | Within 90 days from<br>date of submission  | 6 months from<br>signature of decision |
| Definitive Subdivision<br>(Preliminary not filed) | Within 90 days from<br>date of submission | Within 135 days from<br>date of submission | Within 135 days from<br>date of submission | 6 months from<br>signature of decision |
| Approval Not Required<br>(ANR) Plan               | Within 21 days from<br>date of submission | Within 21 days from<br>date of submission  | N/A  | At time of vote                        |
| Site Plan   | Within 60 days from<br>date of submission | Within 60 days from<br>first PB meeting    | N/A  | N/A                                    |
| Special Permit                                    | Within 65 days from<br>date of submission | Within 90 days from<br>opening of hearing  | Within 90 days from<br>opening of hearing  | N/A                                    |

# Conservation Commission

**Department:**

Conservation Commission

**Planning Director:**

Noreen Piazza

**Administrative Assistant:**

Linda Michalak

**Contact:**

695 Main Street, Suite 4

Lancaster, MA 01523

Phone: 978-368-4007

Fax: 978-368-4009

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Conservation/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Conservation/index)

**Office Hours:**

Mon.-Thur., 9am-4pm

**Meeting Schedule:**

1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, 7pm at Lancaster Town Hall

**Description of Commission:**

The primary function of the Conservation Commission is to ensure local-level compliance with the Massachusetts Wetlands Protection Act, the Lancaster Wetlands Protection Bylaw, and issue decisions relating thereto for all development projects in Lancaster.

The two types of applications most often reviewed by the Commission for development projects are Requests for Determination of Applicability (RDA) and Notices of Intent (NOI). The Commission also performs other regulatory functions, per the Wetlands Protection Act, such as reviewing Resource Area Delineation (RAD) applications and Certificates of Compliance (COC) for completed projects.

**Permit Applications:**

|              |   |
|--------------|---|
| WPA Form 1:  | Request for Determination of Applicability (RDA)        |
| WPA Form 3:  | Notice of Intent (NOI)                                  |
| WPA Form 4:  | Abbreviated Notice of Intent                            |
| WPA Form 4A: | Abbreviated Notice of Resource Area Delineation (ANRAD) |
| WPA Form 7:  | Extension Permit for Order of Conditions                |
| WPA Form 8A: | Request for Certificate of Compliance                   |

**Bylaw Notes:**

The Town of Lancaster's Wetlands Protection Bylaw contains some more stringent requirements than the state, including a 25-foot no-build or no-alteration zone, as well as special recognition for uncertified vernal pools and perennial streams.

**Permit Application Process:**

Order of Conditions expires in 3 years. Applicant is reminded that a Certificate of Compliance is required following completion of construction.

**Obtain Permit Applications:**

<http://www.mass.gov/dep/water/approvals/wwforms.htm#wetlands>



## Conservation Commission



### **Chair:**

Peter Farmer

### **Vice Chair:**

Ruth Anderson

### **Members:**

Brooke Blew  
Alix Turner  
Ted Manning  
Eric Schreiber  
Ken Rapoza

### **Associate Members:**

Tom Early  
Jean Lidstone  
Cara Sanford  
Mark Melican

### **Advertising Requirements:**

Public hearing required for RDA, NOI and ANRAD. See attached Application Timeline.

### **Time Frame for Public Hearing:**

21 days after submission of completed application for RDA, NOI and ANRAD.

### **Time Frame for Decision:**

21 days after close of hearing for RDA, NOI and ANRAD.

### **Appeal Process:**

10 days after issuance of permit for RDA, NOI and ANRAD. After appeal process, record decision at Registry of Deeds.

### **Fee Schedule:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Conservation/Filing%20Fees](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Conservation/Filing%20Fees)

### **Applicable Local, State and Federal Statutes:**

Lancaster Wetlands Protection Bylaw  
Massachusetts Wetlands Protection Act  
Lancaster Water Withdrawal Bylaw

# Conservation Commission



## Town of Lancaster Conservation Commission Application Timelines

| Type of Application                                     | Time to Public Hearing                 | Time to Issue Permit                 | Appeal Period                   |
|---|--|--------------------------------------|---------------------------------|
| Request for Determination of Applicability (RDA)        | Within 21 days from date of submission | Within 21 days from close of hearing | 10 days from issuance of permit |
| Notice of Intent (NOI)                                  | Within 21 days from date of submission | Within 21 days from close of hearing | 10 days from issuance of permit |
| Abbreviated Notice of Resource Area Delineation (ANRAD) | Within 21 days from date of submission | Within 21 days from close of hearing | 10 days from issuance of permit |

# Zoning Board of Appeals



## Department:

Zoning Board of Appeals

## Planning Director:

Noreen Piazza

## Administrative Assistant:

Linda Michalak

## Contact:

695 Main Street, Suite 4

Lancaster, MA 01523

Phone: 978-368-4007

Fax: 978-368-4009

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_BComm/boaforms](http://www.ci.lancaster.ma.us/Pages/LancasterMA_BComm/boaforms)

## Office Hours:

Mon.-Thur., 9am-4pm

## Meeting Schedule:

4<sup>th</sup> Thursday of every month, 7pm at Lancaster Town Hall

## Description of Board:

The Board has been established pursuant to Massachusetts General Laws Chapter 40A (Zoning Act), Chapter 40B (Housing Act), and the Lancaster Zoning Bylaw to hear and decide the following categories of appeals and petitions:

- Appeals by persons aggrieved by decisions of the Lancaster Zoning Enforcement Officer (Building Commissioner) in the grant or denial of permits or zoning enforcement decisions.
- Petitions for Variance from the provisions of the Lancaster Zoning Bylaw.
- Petitions for Special Permit for certain uses of land or structures as set forth in the Lancaster Zoning Bylaw.
- Applications for Comprehensive Permits pursuant to MGL Chapter 40B.

## Permit Applications:

Variance Application

Special Permit Application

Comprehensive Permit Application

## Permit Application Process:

Submit completed application, public hearing held, board votes, decision rendered.

## Obtain Permit Applications:

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_BComm/boaforms](http://www.ci.lancaster.ma.us/Pages/LancasterMA_BComm/boaforms)

## Advertising Requirements:

All applications require a public hearing. Hearing must be advertised 14 days in advance of hearing.

## Time Frame for Public Hearing:

See attached Application Timeline.



# Zoning Board of Appeals

**Chair:**

Scott Miller

**Vice Chair:**

Robert Marshall

**Clerk:**

Francis Sullivan

**Members:**

Eugene Christoph  
David Stadtherr  
Sarah Gulliver  
Jeanne Rich

**Alternate Members:**

Robert Marshall  
John Parsons  
Francis Sullivan

**Time Frame for Decision:**

See attached Application Timeline.

**Appeal Process:**

20-day appeal period; record decision at Registry of Deeds following appeal period.

**Fee Schedule:**

| Permit               | Fee   |
|----------------------|---|
| Variance Application | \$150 for single-family dwelling<br>\$250 for multi-family dwelling or commercial<br>\$30 advertising fee |
| Special Permit       | \$150 for single-family dwelling<br>\$250 for multi-family dwelling or commercial<br>\$30 advertising fee |
| Comprehensive Permit | To be determined by Board.  |

**Applicable Local, State and Federal Statutes:**

Lancaster Zoning Bylaws  
MGL Chapter 40B

# Zoning Board of Appeals



## Town of Lancaster Board of Appeals Application Timelines

| Type of Application   | Time to Public Hearing               | Time to Vote                           | Time to Sign Decision                  | Time to File Decision with Clerk   | Time for Appeal                       | Expiration Date of Permit/Decision |
|-----------------------|--------------------------------------|--|--|------------------------------------|---------------------------------------|------------------------------------|
| Special Permit        | Within 65 days of date of submission | Within 90 days from opening of hearing | Within 90 days from opening of hearing | Within 14 days of vote             | Within 20 days of submission to Clerk | 2 years from date of vote          |
| Variance              | Within 65 days of date of submission | Within 90 days from opening of hearing | Within 90 days from opening of hearing | Within 14 days of vote             |                                       | 1 year from date of vote           |
| Administrative Appeal | Within 65 days of date of submission | Within 100 days of date of submission  | Within 100 days of date of submission  | Within 14 days of vote             | Within 20 days of submission to Clerk | N/A                                |
| Comprehensive Permit  | Within 30 days of date of submission | At close of public hearing             | Within 40 days of close of hearing     | Within 40 days of close of hearing | Within 20 days of submission to Clerk | 3 years from date of vote          |

# Inspectional Services Department

**Department:**

Inspectional Services  
Department

**Building  
Commissioner &  
Zoning Enforcement  
Officer:**

Peter Munro

**Contact:**

695 Main Street, Suite 4  
Lancaster, MA 01523  
Phone: 978-368-4010  
Fax: 978-368-4009  
[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Inspection/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Inspection/index)

**Office Hours:**

Tues.-Thur., 9am-12noon

**Department Description:**

The Department of Inspectional Services issues all permits for the construction trades in accordance with the State Building Codes and Lancaster Zoning Bylaws.

**Permit Applications:**

- Building Permit Application (Includes Demolition)
- Electrical
- Plumbing
- Gas fitting
- Swimming Pool
- Solid Fuel Burning Appliance
- Trench Opening

**Permit Application Process:**

Submit completed application and fee. Schedule inspection as appropriate.

**Obtain Permit Applications:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Inspection/permits](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Inspection/permits)

**Advertising Requirements:**

None

**Time Frame for Public Hearing:**

No applications require public hearings.

**Time Frame for Public Hearing:**

No applications require public hearings.

**Time Frame for Decision:**

Generally within 2 days of application. Legally, the building inspector has 30 days to act following submittal of application.

**Appeal Process:**

Lancaster Zoning Board of Appeals



## Inspectional Services Department



### **Electrical Inspector:**

Bud Roberts  
978-365-9706

### **Assistant Electrical Inspector:**

David Hinkley  
978-368-1638

### **Plumbing/Gas Inspector:**

Fred Delorey  
978-365-5218

### **Assistant Plumbing/Gas Inspector:**

Tom Soldi  
978-660-0991

### **Sealer of Weights and Measurements:**

Ed Seidler  
508-867-3456

### **Fee Schedule:**

- Residential 1 & 2 Family Dwellings: \$10.00 per \$1,000.00 of construction cost.
- All others, \$13.75 per \$1,000.00 of construction costs.

### **Applicable Local, State and Federal Statutes:**

Massachusetts State Building Code

Massachusetts State Energy Code

Lancaster Zoning Bylaws

## Board of Health

**Department:**

Board of Health

**Administrative Assistant:**

Eileen McRell

**Health Agent:**

William Brookings R.S.  
Nashoba Associated  
Boards of Health  
978-772-3335 x304

**Contact:**

695 Main Street, Suite 6  
Lancaster, MA 01523  
Phone: 978-368-4000  
Fax: 978-368-4009  
[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Health/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Health/index)

**Office Hours:**

Tues.-Thur., 9am-2pm

**Meeting Schedule:**

1<sup>st</sup> Thursday of each  
month, 6pm in Thayer  
Memorial Library

**Description of Board:**

The Lancaster Board of Health performs, on the local level, many important duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution.

The Board also provides information and referral to appropriate agencies and responds to inquiries and complaints on matters affecting the public health.

Mandated duties of the LBOH include:

- Health care and disease control
- Enforcement of housing and dwelling codes
- Monitoring of, and providing for, hazardous waste disposal
- Enforcement of Title 5 (the State Environmental Code relative to septage and garbage)
- Investigating nuisances which may be injurious to health and safety
- Enforcing Chapter X of the State Sanitary code involving food service establishments
- Enforcing Title 2 of the State Environmental Code regarding safety and sanitation of pools and beaches
- Annual testing of food establishments, tanning facilities and massage facilities
- Reporting & monitoring communicable diseases as determined by the MA Dept. of Public Health
- Under the subdivision control law, the Board of Health has important responsibilities with regard to subdivision plan review and, under Title 5, inspections of septic system installation and maintenance

## Board of Health

**Chair:**

Robert Baylis

**Vice Chair:**

Stephen Piazza

**Clerk:**

Shawn Winsor

**Permit Applications:**

- Temporary Food Permit Application
- Food Service Permit Application
- Milk Permit Application
- Tanning Bed Application
- Septic Disposal Application
- Installers Application
- Lot Testing Application
- Septic Renewal/Transfer Permit Application
- Haulers Application
- Camp Application
- Pool Application

**Permit Application Process:**

Submit application for board review. The only action requiring a hearing is a variance on a septic system permit.

**Obtain Permit Applications:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Health/permits](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Health/permits)  
[http://www.nashoba.org/nashoba\\_associated\\_boards\\_of\\_heal.htm](http://www.nashoba.org/nashoba_associated_boards_of_heal.htm)

**Advertising Requirements:**

A minimum of 14 days in advance of public hearing.

**Time Frame for Public Hearing:**

Up to 30 days.

**Time Frame for Decision:**

Board meets once per month, depending on when completed application is submitted, the permit is generally issued in 1 to 2 weeks.

**Appeal Process:**

None.

**Fee Schedule:**

See attached schedule. The effective period for the permits varies. The attached fee schedule includes the effective period for the permit requested, some permits require annual renewal, some permits are valid indefinitely, etc.



# Board of Health

## Lancaster Board of Health Fee Schedule General

| Permit Type                    | Fee      | Period         | Payee | Requirements/Restrictions   |
|--------------------------------|----------|----------------|-------|---|
| Bathing Beach                  | \$45.00  | Per Test       | NABH  | Water quality test. Includes NABH personnel and coliform bacteria test. |
| Body Art Establishment         | \$150.00 | 1 year         | NABH  |   |
| Body Art Practitioner          | \$175.00 | 2 years        | NABH  |   |
| Family Campground              | \$10.00  | 1 year         | LBOH  |   |
| Funeral Director's License     | \$10.00  | 05/1 - 04/30   | NABH  |   |
| Hypodermic Syringe License     | \$10.00  | 1 year         | NABH  |   |
| Ice Skating Rink License       | \$0.00   | 1 year         | NAHB  |   |
| Massage License                | Per DPH  | Per DPH        | NABH  | Licensed through Mass. Department of Public Health                      |
| Motel                          | \$10.00  | 1 year         | LBOH  |   |
| Outdoor Hydronic Heaters       | \$50.00  | One-time       | LBOH  |   |
| Recreational Camps             | \$10.00  | 1 year         | LBOH  |   |
| Specialty Pools                | \$50.00  | 1 year         | NABH  | Plus lab fees.  |
| Swimming Pools                 | \$50.00  | 1 year         | NABH  | Plus lab fees. Public and semi-public                                   |
| Tanning: Additional Booth/Bed  | \$15.00  | 1 year         | NABH  | Each addtl booth/bed  |
| Tanning: First Booth           | \$100.00 | 1 year         | NABH  | First booth   |
| Tobacco Sales                  | \$150.00 | 10/31 to 11/30 | LBOH  | Per location  |
| Trailer Park                   | \$25.00  | 1 year         | NABH  |   |
| Trash Hauler: First truck      | \$200.00 | 1 year         | LBOH  |   |
| Trash Hauler: Each Addtl truck | \$150.00 | 1 year         | LBOH  |   |

# Board of Health

## Lancaster Board of Health Fee Schedule Food

| Permit Type   | Fee      | Period          | Payee | Requirements/Restrictions  |
|---|----------|-----------------|-------|--|
| Bottling License  | \$25.00  | 05/1 - 04/30    | NABH  |  |
| Food Service Establishment: 001 to 025 seats              | \$150.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: 026 to 050 seats              | \$200.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: 051 to 150 seats              | \$250.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: 151 to 300 seats              | \$400.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: 300 + seats                   | \$500.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: Caterers                      | \$60.00  | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: Residential Kitchens          | \$100.00 | 10/31 to 10/30  | NABH  |  |
| Food Service Establishment: Temporary Food Permit         | \$20.00  | Per day         | NABH  | Excluding civic and charitable organizations   |
| Food Service Establishment: Vendors, Mobil Canteens       | \$85.00  | 10/31 to 10/30  | NABH  |  |
| Food Service: Limited Retail Food                         | \$50.00  | 10/31 to 10/30  | NABH  | Period of coverage: 10/31 to 10/30   |
| Food Service: New and/or remodeled food service operation | \$125.00 | Per application | NABH  | Includes plan review and two (2) pre-opening inspections   |
| Food Service: New and/or remodeled food service operation | \$30.00  | Per inspection  | NABH  | For each additional inspection required beyond the two pre-opening inspections for a new and/or remodeled food service operation |
| Food Service: Retail Food Establishments - Large          | \$150.00 | 10/31 to 10/30  | NABH  | Greater than 5 employees   |
| Food Service: Retail Food Establishments - Small          | \$100.00 | 10/31 to 10/30  | NABH  | 0 to 5 employees   |
| Food Service: Supermarket                                 | \$250.00 | 10/31 to 10/30  | NABH  | Retail and food service, 5 or more employees   |
| Frozen Desert Manufacture                                 | \$25.00  | 03/01 – 02/28   | LBOH  |  |
| Milk License  | \$2.00   | Five Years      | LBOH  |  |
| Milk Pasteurization                                       | \$50.00  | 1 Year          | NABH  |  |

# Board of Health

## Lancaster Board of Health Fee Schedule Septic Systems/Wells/Slaughter Houses Sheet 1 of 2

| Permit Type  | Fee       | Period          | Payee | Requirements/Restrictions  |
|--|-----------|-----------------|-------|--|
| Applications & Plan Review: Septic: up to 2000 GPD or tight tank | \$150.00  | One-time        | NABH  | Add \$100 if reviewing a lot with percolation rates >30mon/inch (unless paid with Lot Testing Fee).<br>If I/A technology add \$25.00 |
| Applications & Plan Review: Septic 2001 to 6000 GPD              | \$400.00  | One-time        | NABH  |  |
| Applications & Plan Review: Septic 6001 to 14999 GPD             | \$1200.00 | One-time        | NABH  |  |
| Septage Haulers License  | \$150.00  | 1 Year          | NABH  |  |
| Disposal System Installer Permit                                 | \$250.00  | 1 Year          | NABH  |  |
| Lot Testing Fee: up to 2000 GPD                                  | \$300.00  | Per application | NABH  | For single system<br>Add \$100 if retesting a lot with percolation rates >30 minutes/inch  |
| Lot Testing Fee: 2001 to 4000 GPD                                | \$300.00  | Per application | NABH  | For single system  |
| Lot Testing Fee: 4001 to 6000 GPD                                | \$375.00  | Per application | NABH  | For single system  |
| Lot Testing Fee: 6001 to 8000 GPD                                | \$500.00  | Per application | NABH  | For single system  |
| Lot Testing Fee: 8001 to 10000 GPD                               | \$750.00  | Per application | NABH  | For single system  |
| Lot Testing Fee: 10001 to 12000 GPD                              | \$1000.00 | Per application | NABH  | For single system  |
| Lot Testing Fee: 12001 to 14000 GPD                              | \$1250.00 | Per application | NABH  | For single system  |
| Lot Testing Fee: 14001 to 14999 GPD                              | \$1500.00 | Per application | NABH  | For single system  |
| Lot Testing Fee: 15000 to 29999 GPD                              | \$2000.00 | Per application | NABH  | For single system. See note 2 for Refund Statement   |
| Lot Testing Fee: 30000 to 44999 GPD                              | \$2500.00 | Per application | NABH  | For single system. See note 2 for Refund Statement   |
| Lot Testing Fee: 45000 to 59999 GPD                              | \$3000.00 | Per application | NABH  | For single system. See note 2 for Refund Statement   |
| Lot Testing Fee: 60000 + GPD                                     | \$3500.00 | Per application | NABH  | For single system. See note 2 for Refund Statement   |



# Board of Health

## Lancaster Board of Health Fee Schedule Septic Systems/Wells/Slaughter Houses Sheet 2 of 2

| Permit Type  | Fee        | Period   | Payee | Requirements/Restrictions   |
|--|------------|----------|-------|---|
| Permit and System Inspections: Septic up to 2000 GPD                                     | \$200.00   | One-time | NABH  | If I/A technology add \$50.00   |
| Permit and System Inspections: Septic 2001 to 6000 GPD                                   | \$400.00   | One-time | NABH  |   |
| Permit and System Inspections: Septic 6001 to 14999 GPD                                  | \$1200.00  | One-time | NABH  |   |
| Permit Application/Review Inspections: 15000 to 29999 GPD                                | \$4000.00  | One-time | NABH  |   |
| Permit Application/Review Inspections: 30000 to 44999 GPD                                | \$6000.00  | One-time | NABH  |   |
| Permit Application/Review Inspections: 45000 to 59999 GPD                                | \$8000.00  | One-time | NABH  |   |
| Permit Application/Review Inspections: 60000 + GPD                                       | \$10000.00 | One-time | NABH  |   |
| Portable Toilet: Commercial, 001 to 010 units  | \$15.00    | 1 Year   | LBOH  | Installation not to exceed 15 units per event. An exception may be requested to the Board for installations exceeding the per event unit count. |
| Portable Toilet: Commercial, 011 to 100 units  | \$100.00   | 1 Year   | LBOH  |   |
| Portable Toilet: Commercial, 100 + units   | \$300.00   | 1 Year   | LBOH  | An installation/de-installation schedule must accompany the permit application and the LBOH must be notified when the units are installed.      |
| Portable Toilet: Residential   | \$5.00     | 1 Year   | LBOH  |   |
| Sewage Disposal Construction Works Permit - • D-Box, Septic Tank, Sewer Line, Tight Tank | \$75.00    | One-time | NABH  |   |
| Sewage Disposal Construction Works Permit - Transfer/Renewal                             | \$25.00    | One-time | NABH  |   |
| Sewage Disposal Expansion/Upgrade  | Variable   | One-time | NABH  | Charges consist of fees for testing, plan review and permit   |
| Permit to Slaughter  | \$100.00   | 1 Year   | LBOH  |   |
| Well Construction/Deepening  | \$75.00    | One-time | NABH  | Covers plan review and permit. Extra charge of \$25 for each rescheduled well sampling due to applicant not being ready for sampling.           |
| Well Destruction   | \$0.00     | One-time | NABH  | One-time permit   |

*Note 1 - All systems over 10000 GPD fall under DEP regulation and control*

*Note 2 - Refund Statement for systems > 14999 GPD: The fees for permit applications and review reflect the complexity of larger project for the planning, site inspections, and reviews. Applicants may wish to apply for an adjustment or refund after the permitting process is completed or terminated.*

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## Board of Public Works

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**Department:**

Board of Public Works

**Superintendent:**

John Foster

**Administrative Assistant:**

Marianne Notaro

**Contact:**

392 Mill Street Extension

Lancaster, MA 01523

Phone: 978-365-2412

Fax: 978-365-4419

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_PublicWorks/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_PublicWorks/index)

**Office Hours:**

Mon.-Fri., 7am-4pm

**Meeting Schedule:**

1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.

**Members:**

John Sonia

John King

Douglas DeCesare

**Description of Board/Department:**

The Department of Public Works includes the following divisions:

- Cemetery/trees
- Highway
- Water

**Permit Applications:**

- Road opening permit
- Storm drain connection permit

**Permit Application Process:**

Complete and submit application to the Superintendent.

**Obtain Permit Application:**

Permit applications are available at the DPW office.

**Advertising Requirements:**

None.

**Time Frame for Public Hearing:**

No public hearing required.

**Time Frame for Decision:**

Permits are reviewed by the Superintendent. Generally a decision is made the same day the permit is submitted.

**Appeal Process:**

None.

**Fee Schedule:**

- Road opening permit: \$0
- Storm drain connection permit: \$50

**Applicable Local, State and Federal Statutes:**

Illicit Discharge Bylaw

Water Conservation Bylaw

## Fire Department

**Department:**

Fire Department

**Chief:**

John Fleck

**Captain:**

Michael Hanson

**Contact:**

1055 Main Street

Lancaster, MA 01523

Phone: 978-365-3502

Fax: 978-368-4006

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Fire/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Fire/index)

**Office Hours:**

Mon.-Fri., 8am-4pm

**Permit Applications:**

- Ansul Systems
- Blasting
- Commercial Fire Alarm System
- Dumpster Permit
- Residential Fire Alarm System
- Farm Labor Camps
- Fire Works Display
- Flammable Decorations
- Flammable Liquid Gas
- Black Powder Storage
- LPG Storage Above Ground
- LPG Storage Below Ground
- Oil Burner Installation
- Open Air Burning
- Smoke Detectors
- Special Fire Suppression
- Sprinkler Install/Alter
- Sprinkler Maintenance
- Tank Truck Inspection
- Tank Installation
- Tank Removal
- Tank Certification
- Tar Kettle

**Application Process:**

Complete and submit application to Fire Department.

**Obtain Permit Application:**

Permits are obtained from the Fire Department.

**Time Frame for Decision:**

Application is reviewed by Fire Chief; review period may be up to 31 days.

**Fee Schedule:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Fire/permit](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Fire/permit)

## Police Department

**Department:**

Police Department

**Chief of Police:**

Kevin Lamb

**Administrative Assistant:**

Francine Moody

**Contact:**

1053 Main Street, P.O.  
Box 96

Lancaster, MA 01523

Phone: 978-365-6308

Fax: 978-368-3251

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Police/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Police/index)

**Office Hours:**

Mon.-Fri., 8am-4pm

**Permit Applications:**

Firearms permit

**Application Process:**

Complete and submit application to Police Department.

**Obtain Permit Application:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Police/firearms](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Police/firearms)



## Board of Selectmen



### Department:

Board of Selectmen

### Town Administrator:

Orlando Pacheco

### Executive Assistant:

Kathy Lamb

### Contact:

695 Main St. Suite 1

Lancaster, MA 01523

Phone: 978-365-3326

Fax: 978-368-8486

[www.ci.lancaster.ma.us/Pages/LancasterMA\\_Admin/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Admin/index)

### Office Hours:

Mon.-Thur., 9am to 4pm

### Meeting Schedule:

1<sup>st</sup> and 3<sup>rd</sup> Mondays of  
each month, 6:00pm at  
Thayer Memorial Library

### Description of Board:

The Lancaster Board of Selectmen has three members who are elected to serve three-year terms, as defined by Town Bylaws. The Town Bylaws and General Laws of Massachusetts grant the Selectmen broad powers to govern the Town.

The Selectmen appoint more than 20 boards and committees (permanent and ad hoc). The Selectmen act as the primary policy-making body for a wide variety of issues that affect the Town's development and provision of services. They recommend the budget to the Annual Town Meeting, approve the reorganization of Town departments, provide oversight for matters in litigation, and act as the licensing authority for a wide variety of licenses and permits. The Selectmen also enact Rules and Regulations for such matters as traffic control, underground wiring and street lighting.

### Licenses & Permits:

- Alcoholic beverages (liquor license)
- Auctioneer
- Automatic amusement devices
- Automobiles
  - Class I - New car dealer
  - Class II - Used car dealer
  - Class III - Junk dealers
- Boarding and lodging houses
- Clubs, associations dispensing food or beverages to members
- Common victualler
- Earth removal
- Entertainment
- Entertainment provided by innholder or common victualler
- Explosives, storage, manufacture or sale
- Food vehicles, lunch carts
- Hawkers, transient vendors
- Junk collector or dealer
- Lodging houses
- Moving buildings in public ways
- Pinball machines
- Telephone poles
- Public utilities

## Board of Selectmen



### Members:

Chris Williams  
Jennifer Leone  
John Sonia

- Sales or articles for charitable purposes
- Second-hand dealers
- Skating rinks
- Soft drinks
- Storage and sale of gasoline and other explosives
- Taxicabs
- Theatrical events, public exhibition

### Licenses/Permit Application Process:

Complete and submit application form to Board of Selectmen for approval.

### Obtain Permit Application:

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_Admin/permits](http://www.ci.lancaster.ma.us/Pages/LancasterMA_Admin/permits)  
or through the Board of Selectmen's office.

### Advertising Requirements:

Required for Removal of Earth Products permit, for Alcoholic Beverage license and for new dealers of the Class II Automobiles sales.

### Time Frame for Public Hearing:

For the Earth Removal permit, the Board of Selectmen shall hold a public hearing within 65 days from the date of filing of the application.

### Time Frame for Decision:

See individual license or permit applications for process times. The Board meets twice a month; could be as long as three weeks until permit is approved.

### Appeal Process:

The appeal period for permits requiring hearings is 20 days after hearing.

### Fee Schedule:

See individual license or permit applications for fees.

### Applicable Local, State and Federal Statutes:

Zoning Bylaw pertaining to Earth Products Removal Special Permits

## Town Clerk

**Department:**

Town Clerk

**Town Clerk:**

Susan Thompson

**Assistant Town Clerk:**

Barbara Bartlett

**Contact:**

695 Main Street, Suite 2

Lancaster, MA 01523

Phone: 978-365-2542

Fax: 978-368-4011

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_TownClerk/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_TownClerk/index)

**Office Hours:**

Mon.-Thur., 9am-4pm

**Services:**

- File business certificate for conducting business under any title other than business owner's real name.
- Registration for keeping, storing, manufacturing or sale of flammables or explosives.
- Recording order for granting location of poles and increase of number of wires and cable or attachments.

**Application Process:**

Complete and submit application.

**Obtain Permit Application:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_TownClerk/forms](http://www.ci.lancaster.ma.us/Pages/LancasterMA_TownClerk/forms)

**Fee Schedule:**

[http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_TownClerk/clerk\\_fees.pdf](http://www.ci.lancaster.ma.us/Pages/LancasterMA_TownClerk/clerk_fees.pdf)



## State and Federal Permits

The following section provides information on some of the permits and agencies associated with development that may be involved at the state and federal level. This information is for general reference only. The applicant is encouraged to refer to [www.mass.gov](http://www.mass.gov) for information related to state permits and to [www.epa.gov](http://www.epa.gov) for information related to federal environmental permits. To obtain answers to questions about the state and federal permitting process, a pre-application meeting can be scheduled with state and federal regulators.

### STATE

Massachusetts has created an Environmental Permitting Guidebook available at <http://www.mass.gov/czm/permitguide/index.htm> that provides detailed information on their environmental permits and their process. The Massachusetts Guidebook outlines the authority (laws), jurisdiction, applicability, summary of the regulations, review process, forms, fees, websites and contacts.

#### Executive Office of Environmental Affairs

Massachusetts Environmental Policy Act (MEPA) – Review thresholds have been established by MEPA. These thresholds determine whether or not MEPA review is required. The thresholds are included in 310 CMR Section 11.03. MEPA review requires the submittal of an Environmental Notification Form (ENF) and potentially an Environmental Impact Report (EIR).

#### Massachusetts Department of Environmental Protection (MassDEP)

Massachusetts Clean Waters Act. The Division of Wetlands and Waterways in the Department of Environmental Protection (MassDEP) administer the 401 Water Quality Certification Program. The 401 review ensures that a proposed dredge and/or fill project that can result in the discharge of pollutants complies with Massachusetts Surface Water Quality Standards, the Massachusetts Wetlands Protection Act, and otherwise avoids or minimizes individual and cumulative impacts to Massachusetts waters and wetlands. As the authority to administer the 401 Water Quality Certification is derived from the Federal Water Pollution Control Act, only projects that require a federal permit are subject to 401 review. Review by the Division of Marine Fisheries is part of the 401 process.





## State and Federal Permits

Massachusetts Wetlands Protection Act and Rivers Protection Act. The Wetlands Project Act protects Massachusetts's wetlands resources by ensuring that the beneficial functions of these resources are maintained. Projects proposed in wetlands resource areas or in the buffer zone around them must obtain a permit call an Order of Conditions from the Lancaster's Conservation Commission. To obtain an Order of Conditions, the applicant must submit a Notice of Intent (NOI) to the Conservation Commission. A copy of this NOI is also submitted to the MassDEP, which issues a project number for the proposed activity.

State Environmental Code (Title V). Sanitary waste is disposed either to Lancaster's municipal sewer systems or to a system in compliance with Title 5 of the State Environmental Code. Septic systems generating less than 10,000 gallons per day are regulated by Lancaster's Board of Health. Larger systems must be reviewed and approved by MassDEP.

Water Management Act (WMA). The WMA protects water resources by limiting withdrawals to a "safe yield." The applicant submits a water withdrawal application to the MassDEP Water Management Program and with the Lancaster's water resources management official.

Massachusetts Clean Air Act. The federal Clean Air Act is largely implemented at the state level. Each state prepares an implementation plan (SIP) for approval by EPA. The Massachusetts Air Program, administered by DEP, is in conformance with the federal Clean Air Act and its amendments. Applicants proposing a large, stationary source of air pollution must obtain a pre-construction operating permit from MassDEP.

Resource Recovery and Conservation Act. Projects that generate hazardous materials must store and dispose of them in compliance with the federal Resource Conservation and Recovery Act (RCRA) requirements. MassDEP's regulations are more stringent than RCRA hazardous material handling requirements. All generators of hazardous waste are responsible for its proper disposal. RCRA requirements include a "cradle to grave" tracking system for hazardous waste. Therefore, every shipment of hazardous waste by a large or small quantity generator must be transported by a licensed hauler and sent to a licensed treatment, storage, or disposal facility, or a permitted recycling facility, and must be accompanied by a Uniform Hazardous Waste Manifest. MassDEP provides a list of requirements for storage, handling, and shipping in its publication *A Summary of Requirements for Small Quantity Generators of Hazardous Waste*.

## State and Federal Permits



### **Massachusetts Department of Conservation and Recreation (DCR)**

Forest Cutting Practices Act. This act applies to timber harvesting on both public and private forestland and regulates commercial timber cutting of wood products in excess of 25 thousand board feet or 50 cords on any parcel of land at any one time.

### **Massachusetts Historical Commission (MHC)**

The applicant submits a Project Notification Form (PNF) to the MHC to obtain their written opinion regarding the impacts of the proposed project on historic resources. MHC will review the PNF and issue a determination. MHC will recommend appropriate avoidance and mitigation measures in the event that protected historic or archeological resources exist on the site.

### **Massachusetts Department of Transportation (MassDOT)**

Written approval is required from MassDOT for projects impacting openings on to state highways (i.e. curb cut permit).

## **FEDERAL**

### **Federal Water Pollution Control Act**

Section 404 Permit. Issued by the U.S. Army Corps of Engineers (ACOE) for activities involving discharge of dredged or fill material into waters of the US, including, navigable waters, coastal waters, inland rivers, lakes, streams and wetlands. Refer to the ACOE's Programmatic General Permit to evaluate the level of regulatory review.

### **National Pollutant Discharge Elimination System (NPDES)**

Construction Stormwater General Permit. Projects that disturb one or more acres of land require coverage by the NPDES Stormwater Construction General Permit. Obtaining coverage under the general permit requires the submission of an NOI as well as the development and implementation of a Stormwater Pollution Prevention Plan (SWPPP).