



Town of Lancaster, Massachusetts
Office of Community Development and Planning

**LANCASTER PLANNING BOARD
SPECIAL PERMIT APPLICATION**

NOTE: There are several sections to this application. Please read the entire application form before proceeding.

1. REQUIRED SUBMITTALS:

- a) An application fee of \$150.00 plus \$15.00 per unit must accompany the application (check payable to the *Town of Lancaster*)
- b) Advertising fee of \$50.00 (check payable to the *Town of Lancaster*)
- c) A list of parties in interest
- d) Revenue Certification Form
- e) Five copies of completed application with additional submittals, as required, to the Planning Board. One copy of completed application to the Town Clerk.

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

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

4. PREMISES FOR WHICH SPECIAL PERMIT IS SOUGHT:

Street _____
Between _____ Street and _____ Street
Worcester District Registry of Deeds Book _____ Page _____
Lancaster Assessor's Map _____ Parcel(s) _____

5. APPLICATION FOR ENTERPRISE ZONING DISTRICT: *(for other than Enterprise Zoning District, please proceed to Section 6)*

Each application in this category will require:

- a) Narrative of no fewer than 200 words describing the proposed use; and
- b) Six (6) copies of a site plan of the building's layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Additional required information follow the specific item listed below:

- _____ Living facility for seniors as authorized at Section 220-8.1 (C)
- _____ Boarding, training or veterinary care as authorized at Section 220-8.2 (D)
- _____ Facilities for active outdoor recreation utilizing motorized equipment as authorized at Section 220-8.3 (C)
- _____ Underground or overhead communications, gas, electrical, etc. as authorized at Section 220-8.4 (A)
- _____ Nonprofit community centers, places of public assembly, etc. containing more than 500 square feet for assembly or a use customarily conducted as a business as authorized at Section 220-8.4 (C)
- _____ Long-term care facility as authorized at Section 220-8.4 (D)
- _____ Other customary accessory uses within Public, Health, Educational and Institutional Uses as authorized at Section 220-8.4 (BB)
- _____ Heliports as authorized at Section 220-8.4 (CC), Section 220-8.5 (DD) and Section 220-8.6 (EE)
- _____ Retail stores; craft, consumer, professional or commercial establishments as authorized at Section 220-8.5 (A) *(specific to sub-district EZ-A and sq. ft. requirement)*
- _____ Shopping center as authorized at Section 220-8.5 (B)
- _____ Gasoline service stations, including minor repairs only as authorized at Section 220-8.5 (C)
- _____ Car washing establishments as authorized at Section 220-8.5 (E)
- _____ Dry-cleaning and laundry establishments as authorized at Section 220-8.5 (F)
- _____ Funeral parlor, undertaking establishments as authorized at Section 220-8.5 (G)
- _____ Hotels, motels, inns as authorized at Section 220-8.5 (H)
- _____ Restaurants with drive-on/drive-through facilities as authorized at Section 8.5 (I)
- _____ Medical Clinics as authorized at Section 8.5 (J)
- _____ Printing, publishing and assembly, finishing, or packaging or products as authorized at Section 220-8.6 (A)
- _____ Open storage facilities for lumber, stone, brick, gravel, cement or other bulk materials and contractor's yards as authorized at Section 220-8.6 (E)
- _____ Research and development, engineering, assembly and construction of models, prototypes, samples and experimental products in connection with research, engineering, or development activities as authorized at Section 220-8.6 (H)

- _____ One-family dwelling for personnel required for the safe operation or maintenance of a permitted use as authorized at Section 220-8.6 (AA)
- _____ Outdoor storage accessory to a principal use as authorized at Section 220-8.6 (BB)
- _____ Retails outlets for products of the principal industrial use (*two sets of criteria*) as authorized at Section 220-8.6 (CC)
- _____ Activities accessory to activities permitted in other districts as a matter of right, whether or not on the same parcel as the principal permitted use, which are necessary in connection with scientific research or scientific development or related production as authorized at Section 220-8.6 (DD)

6. APPLICATION FOR ALL OTHER ZONING DISTRICTS:

Each application in this category will require:

- a) Narrative of no fewer than 200 words describing the proposed facility and use; and
- b) Six (6) copies of a site plan of the facility’s layout on the lot as well as the layout of the interior of the facility, relationship to abutting properties with a residential dwelling and setbacks to property lines. Those marked with an asterisk (*) require a plan other than a site plan as listed above. Additional required information follow the specific item listed below:

_____ Health and Fitness Center as authorized at Section 220-8.3 (H)

_____ Heliports as authorized at Section 220-8.4 (CC), Section 220-8.5 (DD) and Section 220-8.6 (EE)

_____ Medical Clinic as authorized at Section 220-8.5 (J)

_____ *Integrated Planning Overlay District as authorized at Section 220-8.7. Integrated Plan as specified in Section 220-8.7 (E) of the Lancaster Zoning Bylaw.

_____ Setback for soccer field as authorized at Section 220-11 (D)

_____ *Lot shape as authorized at Section 220-14. Show *gross lot area* and the *lot shape calculation*, including any areas being excluded from the calculation of *lot area*.

_____ *Flexible Development as authorized at Section 220-15. Include calculations justifying the proposed number of lots in relation to land area as well as six (6) copies of a Definitive Plan as described in Section 301-8 of the Subdivision Regulations.

_____ *Shared or extended driveway as authorized at Section 220-22 (G) and (H). 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.

_____ *Building design as authorized at Section 220-35 (B) and (C). Reference design elements prompting exemption of this bylaw as well as plan showing layout and dimensions of the building and the lot.

_____ *Disturbance control departure as authorized at Section 220-36.1 (A). Vicinity plan at 1" = 100' or larger, indicating relationship of the disturbance source, zoning district boundaries, and use of adjacent and nearby premises.

_____ *Lighting as authorized at Section 220-36.2 (H). Alternative lighting proposal.

_____ *Water Resource District as authorized at Section 220-39. Include attachments as specified in Section 200-39 (F) (5) of the Lancaster Zoning Bylaw.

_____ *Solar Energy System as authorized by Article XVII of the Lancaster Zoning Bylaw.

6. ADDITIONAL SUBMITTALS – See items marked with asterisk (*) above.

7. SIGNATURE OF OWNER/PETITIONER _____

Date _____

8. SIGNATURE OF AGENT FOR OWNER (if applicable)

Date _____

9. RECEIVED BY THE LANCASTER TOWN CLERK:

Date _____

<i>Important Contact Information</i>	
Office of Community Development and Planning Zoning Enforcement Officer/Building Inspector Fax	978-365-3326 Ex. 1311 978-365-3326 Ex. 1309 978-368-4009

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	

ABUTTERS CERTIFICATION

TAX MAP & PARCEL #	NAME	PROPERTY AFFECTED STREET & NUMBER	LEGAL MAILING ADDRESS (ZIP)
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CERTIFIED BY BOARD OF ASSESSORS: _____ DATE: _____

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: _____