

Fee: \$ 250.00

Case No. \_\_\_\_\_

- Electronic copy of plan
- Complete application
- Abutters list
- (1) plan 24 x 36; (1) 11 x 17



PLANNING BOARD  
APPLICATION FOR SPECIAL PERMIT  
(File in Duplicate)

Location of Property: \_\_\_\_\_ Assessors Plan: \_\_\_\_\_ Lot: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Type of Structure: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address: \_\_\_\_\_

When was property acquired? \_\_\_\_\_

Is a variance required for this use? \_\_\_\_\_ Has Board of Appeals granted variance? \_\_\_\_\_

Has application been made for building permit? \_\_\_\_\_

Provision and date of By-Law under which application is made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimensions of lot as presently laid out:

Width \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

Setbacks of structure in feet:

Feet \_\_\_\_\_

Side Line \_\_\_\_\_

Rear \_\_\_\_\_

Reason for requesting Special Permit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If all of the foregoing is not furnished, the application may be rejected for lack of information.

Signature and address of Owner/Applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Phone No. \_\_\_\_\_



## PLANNING / BUILDING DEPARTMENT

TOWN OFFICE BUILDING

EAST BRIDGEWATER, MA 02333

TEL. (508) 378 - 1607

TEL. (508) 378 - 1608

FAX. (508) 378 - 1628

### SPECIAL PERMIT / SITE PLAN RULES AND REGULATIONS

TOWN OF EAST BRIDGEWATER, OFFICE OF THE PLANNING BOARD

2010 UPDATED RULES AND REGULATIONS

ADOPTED BY THE PLANNING BOARD, VOTE EFFECTIVE APRIL 12, 2010

1. This section shall apply to all: uses in any district that requires a Special Permit from the Planning Board. All applications for a Special Permit under this section shall contain the following:

A. A completed copy of the appropriate Special Permit/Site Plan application form. All sections of the Special Permit application form must be completed by the Applicant/Owner or Engineer. The application is to be filed with the Planning/Building Department for review before filing with the Town Clerk's Office. A filing fee of \$250.00 shall be submitted. Also a minimum deposit of \$1,000.00 shall be placed in an account established by the Town Treasurer. These funds shall be expended for the Planning Board's Consulting Engineer's review of the Site Plan and construction inspection. This amount will vary depending on the accuracy, completeness and complexity of the plan. The applicant/owner must maintain a minimum balance of \$1,000.00 in the account at all times by paying invoices for services within 30 days of the filing date. After this date, the invoice amount will be deducted from the guarantee account. Further review of the plans by the Board's Engineering Consultant will cease unless this minimum is maintained.

B. The original and (12) blueprints of the site plan drawn at a scale of 1" = 40', or 1" = 20', or 1" = 30' which is most appropriate. Plan size to be 24" x 36". Plan to show Building on Sheet (1), Sheet (2) to show topography of lot or lots, Sheet (3) to show Drainage and Road levels.

C. Abutters list must be completed by the Applicant/Owner and certified by the Assessors, then submitted to the Planning/Building Department.

D. A copy of the Special Permit/Site Plan shall be forwarded by the Planning/Building Department to the Building Inspector, Planning Board, Board of Health, Department of Public Works, Fire Department, Police Department, Conservation Commission and Town Clerk, for their input, prior to scheduling an appointment before the Planning Board.

E. The following items must be included as a minimum on the Site Plan (s) which must accompany the Special Permit Application.

1. The proposed name (if any) of the development, the name(s) and addresses of the applicant(s), owner(s) of record, designer(s) of the plan, date, and north arrow.
2. Site boundary lines, dimensions of the lot (s), plot and lot number from the current assessor's records, and the Zoning District (s).
3. Stamp (s) of the Registered Civil Engineer and Registered Land Surveyor who prepared the plan.
4. Topography, existing and proposed, using not less than two foot contours and bedrock, outcropping if any.
5. Size, including square footage and dimensions of all existing and proposed buildings on the site with their sill and foot elevations.
6. Proposed use (s) of structure(s) on parcel subject to application.
7. Locations of any existing structures, driveways, driveway openings, parking spaces, hydrants and service and loading areas located on or within one hundred (100) feet of the development.
8. General location of any drainage swales, wetlands, streams, ponds, flood plain areas, kettle holes, wells, and Water Supply Protection Districts on or within two hundred (200) feet of the development site.
9. Proposed locations and dimensions of vehicular driveway entrances and exits, fire lanes, pedestrian walkways, bikeways and other transportation routes. Signs and methods of screening refuse and service facilities.
10. Name (s) and locations (s) of all public and/or private ways abutting the development site with their widths or exterior sideline.
11. Calculations having the percentage of the lot covered by structures, parking areas, and the amount of remaining open space.
12. Detailed parking layout with stall sites and traffic circulation patterns.

13. Detailed grading, drainage and erosion control plan designed for the twenty-five (25) year frequency storm. A comprehensive set of drainage calculations must be provided to support all drainage engineering and design. ( All drainage is to be accommodated on site).
14. Proposed landscaping and outside lighting shown on the plan.
15. Proposed utility layout showing meter – vaults, transformer and any associated structure for water and gas lines.
16. Locus plan at a scale of 1" = 800'.
17. Location for sewage, refuse and any other provisions for waste disposal.
18. A Signature block with space for the Planning Board signatures to be signed after final approval of the Special Permit and the associates site plan. Also a signature block for the Town Clerk after the 20 day appeal period is over
19. If the Site Plan is resubmitted to the Planning/Building Department, a revision date must be shown.
20. The Plan must contain a certifications clause signed by the preparer stating, that he/she has conformed with the Rules and Regulations of the Registry of Deeds in preparing the plan.
21. GENERAL PROVISION – Where specific requirements are established in the Zoning By-Law which apply to any of the above items, those requirements must also be met and shown on the site plan (s) (when appropriate), prior to approval by the Planning Board.
- 2 THE SPECIAL PERMIT/SITE PLAN MUST BE RECORDED AT THE REGISTRY OF DEEDS PRIOR TO ISSUANCE OF A BUILDING PERMIT BY THE BUILDING INSPECTOR AND BOOK AND PAGE INFORMATION SHALL BE PROVIDED TO THE PLANNING/BUILDING DEPARTMENT AT THE TIME OF BUILDING PERMIT APPLICATION.
3. ANY DRAINAGE TO BE CONSTRUCTED ON THE SITE MUST BE INSPECTED BY THE PLANNING BOARD'S CONSULTING ENGINEER. THE APPLICANT/OWNER TO PAY FOR THE CONSULTING ENGINEER. THE PLANNING/BUILDING DEPARTMENT IS TO BE NOTIFIED (72) HOURS IN ADVANCE OF REQUIRED INSPECTION

4. PRE CONSTRUCTION MEETING: There shall be a pre-construction meeting scheduled through the Planning/Building Department, prior to commencement of any work on the development site: NOTE: Any changes to the Approved Site Plan must be made in writing to the Planning Board and approved by the Planning Board prior to commencement of work.

5. PRE PAVEMENT SITE VISIT: There shall be a site visit/inspection scheduled through the Planning/Building Department, prior to commencement of any paving placement on the development site. 72 hours notice must be given to the Planning Board for scheduling.

6. OCCUPANCY PERMITS: The Planning/Building Department shall be provided with a final AS-BUILT documents verifying completion of the project in accordance with the Approved Site Plan. After these documents are submitted the Planning Board representative shall conduct an on-site inspection, hold a site plan compliance meeting with the applicant./controller of the land and issue a site plan compliance report prior to issuance of an occupancy permit by the Building Commissioner.

7. PERFORMANCE GUARANTEE: The Planning Board shall require a bank or certified check from the applicant/controller of the land for the project, in an amount acceptable to the Board, as guarantee for performance of unfinished work to the development.



# OFFICE OF TOWN PLANNING BOARD

EAST BRIDGEWATER, MASSACHUSETTS 02333

## PUBLIC HEARING LIST OF ABUTTERS

APPLICATION FOR: \_\_\_\_\_

PROPERTY AT: \_\_\_\_\_

ASSESSOR'S INFORMATION: MAP NO: \_\_\_\_\_ LOT NO: \_\_\_\_\_

**PLEASE NOTE:** The responsibility of providing this list of abutters is the petitioners. Massachusetts General Law mandates that the information come from the most recent records maintained by the East Bridgewater Assessor's office. Please use care in filling out this form, as errors in the notice to abutters could require that the Planning Board reschedule the Public Hearing after corrected notices are sent.

OWNERS NAME: \_\_\_\_\_ MAP #: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_

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**PUBLIC HEARING LIST OF ABUTTERS** (continued)

PAGE \_\_\_\_ OF \_\_\_\_

OWNERS NAME: MAP #: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: LOT #: \_\_\_\_\_

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