

# *ATTLEBORO PLANNING BOARD*

## *General Information*

Effective July 2022

### 1. Types of applications facilitated by the Planning Board:

- Special Permit Petitions
- Repetitive Petitions (MGL Ch. 40A, §16)
- Plan Believed Not Requiring Approval Under Subdivision Control Law (Form A)
- Preliminary Subdivision Plan Petitions (Form B)
- Definitive Subdivision Plan Petitions (Form C)
- Street Extension Plan Petitions (Form E)
- MGL Ch. §81W, Amendment, Modification, Rescission of Plan Petitions (Form G)
- Street Discontinuance Plan Petitions (Form H, see Municipal Council)
- MGL Ch. §81U, Approval, Modification, or Disapproval of Plan Petitions (Form I)
- Schematic Plan Petitions
- Pre-Application Conference Petitions

All petitions filed with the Office of the City Clerk must be on an application that is provided by the Department of Planning and Development. All petitions must be completed thoroughly and accurately. Applications that are facsimiled will not be accepted.

### 2. Timeframe:

- **Special Permit Petitions** – a public hearing is held within sixty-five (65) days of the filing dated; a decision is rendered within ninety (90) days from the close of the public hearing.
- **Form A** – decision is rendered within twenty-one (21) days of the filing date.
- **Form B** – a decision is rendered within forty-five (45) days of the filing date.
- **Form C** – if a definitive plan application is filed within seven (7) months from the date on which a preliminary plan was filed, a public hearing is held and a decision is rendered within ninety (90) days from the filing date; if no preliminary plan is filed or the definitive plan is not filed within seven (7) months from the date on which a preliminary plan was filed, a public hearing is held and a decision is rendered within one hundred and thirty-five (135) days from the filing date.
- **Form E, Form G, Form I** – a public hearing is held and a decision is rendered within one hundred and thirty-five (135) days from the filing date.

**Filing of a Decision** – The Clerk of the Planning Board files the Board’s decisions with the Office of the City Clerk within fourteen (14) days of the decision date, but no later than the deadline date to render a decision.

**Appeal Period** – Once the decision of the Planning Board is filed with the Office of the City Clerk, a twenty (20) day appeal period commences during which time any “party-in-interest” may file an appeal pursuant to MGL CH. 40A, §17 (THE ZONING ACT) or MGL CH. 41, §81-BB (SUBDIVISION CONTROL LAW), as applicable.

**3. Filing Fee:**

- Special Permit – OSRD, Standard Design..... \$575.00 plus \$25.00 per one–family lot and two–family lot
- Special Permit – OSRD, Affordable Housing..... \$575.00 plus \$25.00 per one–family lot, \$25.00 per two–family lot, and \$10.00 per multi–family unit
- Special Permit – OSRD, Green Design..... \$575.00 plus \$25.00 per one–family lot, \$25.00 per two–family lot, and \$10.00 per multi–family unit
- Special Permit – Mobile Home Park \$575.00 plus \$25.00 per lot
- Special Permit – Landfill (new) \$575.00 plus \$6.00 per acre or fraction thereof
- Special Permit – Landfill (renewal) \$2.00 per acre
- Special Permit – WRPD \$150.00
- Repetitive Petition (MGL Ch. 40A, §16) \$75.00
- Pre–Application Conference \$100.00
- Form A Plan \$50.00 plus \$15.00 per residential lot created which satisfies the minimum lot area requirement of the underlying use district
- Form B (Preliminary Subdivision Plan) \$200.00
- Form C (Definitive Subdivision Plan) \$575.00 plus \$25.00 per lot
- Form E (Street Extension Plan) \$275.00 plus \$1.00 per linear foot
- Form G (MGL Ch. §81W Plan) \$575.00
- Form I (MGL Ch. §81U Plan) \$575.00
- Schematic Plan \$50.00

**Please note that pursuant to §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, no application may be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by both the City Collector and the City Treasurer. **An application will not be processed if real estate taxes, excise taxes, licenses and permit fees, or other municipal charges are owed by either the application or the property owner.****

**Please note that pursuant to Board of Health policy, the Health Department requires that percolation tests and deep hole observations be performed for any residential lot that will not be connected to the municipal sewer system prior to the filing of a preliminary subdivision plan (Form B), a definitive subdivision plan (Form C), and a definitive street extension plan (Form E) with the Office of the City Clerk. The location of percolation tests and deep hole observations, as well as the percolation rates, must be shown on said plan. **An application will not be processed without the Health Agent’s, or his designee’s, signature on said application.****

**4. Submission Requirements:**

- a. The following must be prepared in a discrete package for filing with the Office of the City Clerk. The Planning Department staff will walk the materials over to be filed.
  - One (1) copy of the petition containing all required original signatures.
  - One (1) copy of the site plan.
  - One (1) copy of the list of abutters.
- b. The petitioner must submit the following to the Department of Planning and Development **after** the filing of the petition with the Office of the City Clerk.

- One (1) copy of a Form A, Form B, Form C, Form E, Form G, Form I, and special permit petition.
- Two (2) copies of the certified list of abutters and two (2) copies on adhesive labels.
  - The list of abutters containing (as such information appears on the most recent applicable tax list in the Office of the City Assessor): (a) name and address of the petitioner, (b) name and address of the property owner, if different than the petitioner, (c) name and address of the representative of the petitioner, if any, (d) for special permit applications – the name and address of all direct abutters; name and address of abutters to abutters within three–hundred (300') feet; and name and address of those persons directly across the street from the subject premises, (e) for definitive plans – the name and address of all direct abutters (f) for street extension plan – the name and address of all abutters along the entire street. The names and addresses must be typed on the enclosed form as well as on the adhesive labels. **Also, the list of abutters must be certified by the City Assessor before the petition is filed with the Office of the City Clerk** (Form A and Form B applications do not require a list of abutters).
- A site plan prepared on the Mylar and five (5) sets of paper copies must accompany **Form A** petitions at the time of filing.\*
- Eleven (11) complete sets of site plans must accompany **Form C, Form E, Form G, Form I** and **special permit** petitions at the time of filing.\*
- Seventeen (17) complete sets of site plans must accompany **Form B** petitions at the time of filing.\*
- A USB flash drive containing a digital copy of all submission materials for **Special Permit Petitions, Repetitive Petitions, Form A, Form B, Form C, Form E, Form G, and Form I**. Alternatively, the digital documents can be sent via email to [planning@cityofattleboro.us](mailto:planning@cityofattleboro.us)
- It is strongly recommended that the petitioner obtain a copy of the Planning Board's RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended, from the Department of Planning and Development in order to familiarize oneself with the contents of the applicable section(s).
- The petitioner and parties–in–interest will be notified by the Department of Planning and Development regarding the date of the public hearing. The Planning Board requires that the petitioner and/or a representative attend the public hearing.

*\*see the Planning Board's RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended*

**If there are any questions, please feel free to contact the Department of Planning and Development:**

Gary G. Ayrassian, Director of Planning and Development at 508.223.2222 (ext. 3143)

Stephanie Davies, Senior Land Use Planner at 508.223.2222 (ext. 3144)

Nicholas Wyllie, Conservation Agent at 508.223.2222 (ext. 3145)

Lauren Stamatis, Planning Administrator at 508.223.2222 (ext. 3141)

Facsimile #: 508.222.3046



# City Of Attleboro PLANNING BOARD

GOVERNMENT CENTER, 77 PARK STREET  
DEPARTMENT OF PLANNING & DEVELOPMENT  
ATTLEBORO, MASSACHUSETTS 02703  
(T) 508.223.2222 (F) 508.222.3046

## FORM A APPLICATION

### PLAN BELIEVED NOT TO REQUIRE APPROVAL UNDER SUBDIVISION CONTROL LAW

File the fully completed original application with the Office of the City Clerk. After filing the original with City Clerk, submit one (1) copy of the application, the mylar plan, and five (5) copies of the site plan to the Department of Planning and Development in accordance with the requirements of MGL Ch. 41, §81P and the local subdivision regulations. All necessary materials must be submitted at the time of filing. **AN INCOMPLETE SUBMISSION OR FACSIMILED APPLICATION WILL NOT BE PROCESSED.**

The undersigned, believing that the accompanying plan of his/her property in the City of Attleboro does not constitute a subdivision within the meaning of the MGL Ch. 41 SUBDIVISION CONTROL LAW, herewith submits said plan for a determination, approval, and endorsement by the Planning Board pursuant to MGL Ch. 41, §81P, SUBDIVISION CONTROL LAW.

**It is the responsibility of the recipient of the approval to present to the Office of the City Assessor and Office of the Building Inspector the receipt indicating that such plan has been recorded at the Registry of Deeds.**

1. Name of Applicant: \_\_\_\_\_

Address and Telephone #: \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_

Address and Telephone #: \_\_\_\_\_

3. Name of Engineer or Surveyor: \_\_\_\_\_

Address and Telephone #: \_\_\_\_\_

4. Location of Property: \_\_\_\_\_

5. Deed/Property Recorded In: \_\_\_\_\_

Book: \_\_\_\_\_ Page: \_\_\_\_\_

6. Assessor's Plat #(s): \_\_\_\_\_ Lot #(s): \_\_\_\_\_

- 7. Zoning District(s): \_\_\_\_\_
- 8. Indicate the number of new buildable lots being created, if any: \_\_\_\_\_
- 9. Please describe which property lines are being changed and/or added as shown on the plan.

- 10. Signature of Applicant: \_\_\_\_\_
- 11. Signature of Owner: \_\_\_\_\_
- 12. Signature of Representative: \_\_\_\_\_
- 13. Pursuant of §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, I attest that, to the best of my knowledge, I have paid any and all real estate taxes, excise taxes, or any other municipal charges.

Signature: \_\_\_\_\_  
 Owner

**Please note that pursuant to §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, this application cannot be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by the City Collector and the City Treasurer.**

**Zaida Keefer, City Collector** \_\_\_\_\_

**Laura L. Gignac, City Treasurer** \_\_\_\_\_

**NOTATIONS TO BE ADDED TO THE FORM A PLAN:**

**PLANNING BOARD ENDORSEMENT IS NOT A DETERMINATION AS TO  
CONFORMANCE WITH THE ZONING ORDINANCE**

**NO DETERMINATION OF COMPLIANCE WITH ZONING REQUIREMENT  
HAS BEEN MADE OR INTENDED BY THIS ENDORSEMENT**

**PLANNING BOARD ENDORSEMENT SHALL NOT BE CONSTRUED AS  
EITHER AN ENDORSEMENT OR APPROVAL OF ZONING LOT AREA  
REQUIREMENTS**