

ATTLEBORO PLANNING BOARD

General Information

Effective August 2020

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 an “Approval Not Required” plan (Form A), 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 petition; or in case of a special permit, one (1) copy of the 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 (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Five (5) complete sets of site plans must accompany **Form C, Form E, Form G, Form I** petitions at the time of filing (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Eleven (11) complete sets of site plans must accompany **Form B** petitions at the time of filing (see Planning Board’s RULES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND, as amended).
- Two (2) complete sets of site plans must accompany special permit 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
- 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.

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, MASSACHUSETTS

Planning Board

Government Center, 77 Park Street
Attleboro, Massachusetts 02703
(508) 223-2222 Fax 222-3046

Special Permit – check all that apply

- Open Space Residential Development
- Planned Unit Residential Development
- Mobile Home Park
- Landfill
- Water Resource Protection District (circle one)
 - a. Orr's Pond resource district
 - b. Bungay River resource district

- Repetitive Petition
- Pre-Application Conference
- Other (Specify)

City Clerk Use Only	
Filing Date:	_____
Filing Time:	_____
City Clerk Initial:	_____
Filing Fee:	\$ _____

Submission Checklist
1 Copy of Application
2 Copies of Site Plan
2 Lists of Abutters
2 Sets of Adhesive Labels

1. **Petitioner:** _____ **Signature:** _____
E-Mail Address: _____
Telephone #: _____
2. **Address:** _____
3. **Property Owner:** _____ **Signature:** _____
E-Mail Address: _____
Telephone #: _____
4. **Address:** _____
5. **Address of Subject Premises:** _____
6. **Assessor's Plat #(s):** _____ **Assessor's Lot #(s):** _____ **Builder's Lot#(s)** _____
7. **Dimensions Of Lot(s) –**
- Lot Frontage:** _____ **Lot Area:** _____
- Lot Width:** _____ **Lot Depth:** _____
8. **What zoning district(s) is the subject land located?** _____
9. **How long have you owned the subject premises?** _____
10. **What is the present use of the subject premises?** _____

(please complete information on reverse side)

11. Are there any buildings on the premises (if so, please describe them including their dimensions)?

12. Describe the subject premises (e.g. terrain, septic system, description of area, etc.)

13. Provide a detailed description of the proposed activity (attach brief if necessary).

14. Cite (sub)section(s) of the Zoning Ordinance under which application is made.

15. State grounds for the special permit and/or variance or appeal – please be specific (use separate sheet if necessary).

16. Pursuant to §9.31, Delinquent Taxpayers of the Revised Ordinances of the City Of Attleboro, I attest that I, to the best of my knowledge, have paid any and all municipal charges.

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Please Note: This application cannot be processed unless initialed by both the City Collector and City Treasurer.

Zaida Keefer, City Collector _____	Date: _____
Laura L Gignac, City Treasurer _____	Date: _____



CITY OF ATTLEBORO

REQUEST FOR CERTIFIED LIST OF ABUTTERS

TYPE OF APPLICATION

<input type="checkbox"/>	VARIANCE	<input type="checkbox"/>	SPECIAL PERMIT	<input type="checkbox"/>	RE-ZONING	<input type="checkbox"/>	LIQUOR LICENSE	<input type="checkbox"/>	OTHER*
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**If other please specify:* _____

CONSERVATION COMMISSION ABUTTERS APPLICATIONS

<input type="checkbox"/>	WETLANDS PROTECTION ACT / STORMWATER MGMT ORDINANCE	Notify all properties within 100 feet of property line
<input type="checkbox"/>	WETLANDS PROTECTION ORDINANCE	Notify all direct abutters and abutters within 300 feet of property line

PROPERTY ADDRESS: _____ MAP: _____ LOT: _____

PRINTED NAME OF RECORD OWNER: _____

SIGNATURE OF RECORD OWNER: _____

CITY ASSESSOR'S OR DESIGNEE'S INITIALS: _____ DATE: _____

APPLICANT: _____ DATE: _____

PHONE: _____ EMAIL: _____

REASON FOR LIST: _____ DATE LIST NEEDED*: _____

- HEARING BEFORE ZONING BOARD OF APPEALS
- HEARING BEFORE PLANNING BOARD
- HEARING BEFORE CONSERVATION COMMISSION
- HEARING BEFORE CITY COUNCIL
- OTHERS (PLEASE SPECIFY): _____

RADIUS FOR ABUTTERS – (PLEASE CHECK ONE)

- 100 FEET
- 300 FEET
- LIQUOR LICENSE – CHURCHES AND SCHOOLS WITHIIN 500 FEET
- OTHERS (PLEASE SPECIFY): _____

The cost for the Abutters' List is \$20 for the first 25 Abutters and then \$1.00 per each additional Abutter. Unless otherwise specified, we will provide two sets of mailing labels. Stating the reason for your Abutters' List enables us to produce it to the appropriate regulation. The application MUST be signed by the record owner and all taxes must be current to process.

**Please be advised that we have ten days (10) to process your request.*

Date:

Total Amount:



CITY OF ATTLEBORO ABUTTERS' LIST RECEIPT

NUMBER OF ABUTTERS: _____

DEPOSIT AMOUNT: _____

AMOUNT DUE TODAY: _____

TYPE OF PAYMENT: _____