

ATTLEBORO MUNICIPAL COUNCIL

General Information

Effective January 2018

I. GENERAL INFORMATION:

1. Timeframe:

- **Special Permit Applications:** The Municipal Council must conduct a public hearing within sixty-five days (65) days of the filing date of the petition with the Office of the City Clerk and must render a decision within ninety (90) days from the close of the public hearing. The Municipal Council may extend the timeframe upon written mutual agreement with the petitioner.
- **Filing of Decisions:** The Municipal Council must file all decisions with the Office of the City Clerk within fourteen (14) days of the decision date and not later than the decision deadline, whichever is sooner.
- **Appeal Period:** Once a decision of the Municipal Council is filed with the Office of the City Clerk, a twenty (20) day appeal period commences during which time one may file an appeal of the Municipal Council's decision pursuant to MGL CH. 40A, §17 (THE ZONING ACT).

IIA. APPLICATION FILING INSTRUCTIONS:

1. In accordance with §9-31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, **no application will be processed if real estate taxes, licenses and permit fees or any other municipal charges are owed by either the applicant or the property owner.**

NO APPLICATION WILL BE PROCESSED UNLESS THE CITY COLLECTOR AND THE CITY TREASURER INITIALS PAGE 2 OF THE APPLICATION.

2. Applicants must use the attached Application Form. Applications must be complete and accurate before they may be filed. Applications must be typed or very legibly handwritten.
3. Before filing an application with the Office of the City Clerk, applicants are encouraged to stop by the Municipal Council Office or the Department of Planning and Development for purposes of having an application checked by the staff for accuracy and completeness.
4. **Filing Fee:**
 - Special Permit for RMD, MMDC, and/or MMCC \$1,500.00
 - Special Permit for all other uses/activities administered by the Municipal Council \$150.00
5. Applicants must file the following with the Office of the City Clerk.
 - The original application containing all required original signatures
 - One (1) copy of the site plan
 - One (1) set of the Certified-list-of-Abutters
 - One (1) copy of the Host Community Agreement if the petitioner is filing a special permit application for an RMD, MMDC, and/or MMCC (see §IIB, SPECIAL INSTRUCTIONS)
 - Application Fee (made payable to the City of Attleboro)

6. The petitioner must submit the following to the Municipal Council Office when the special permit application is filed with the Office of the City Clerk.
 - Sixteen (16) copies of the application.
 - Sixteen (16) copies of the site plan. Site plans shall be prepared in a proper and professional manner and at an appropriate scale, but no smaller than 1"=80'. Site plans shall contain all existing and proposed information, including but not limited to, principal and accessory buildings, parking spaces/lots, landscaping, lighting fixtures, open space areas, wetlands, topographic contours, streets, driveways, curb cuts, walls, fences, walkways, bufferyards, dimensional information, screens (such as vegetative screens), a perimeter plan of the lot, lot area and dimensions, structural setbacks from property lines, and the north arrow. The Municipal Council reserves the right to request any other reasonable information that it deems helpful to evaluate a site plan, such as drainage reports and traffic studies (the Municipal Council requires that such documents be signed and stamped by, for example, a professional engineer).
 - One (1) copy of the Certified-list-of-Abutters and two (2) sets of the Certified-list-of-Abutters on adhesive labels.
 - The list of abutters, which must accompany the petition, consists of (as such information appears on the most recent applicable tax list in the Office of the City Assessor): **(a)** name and address of the applicant, **(b)** name and address of the property owner, if different than the applicant, **(c)** name and address of the representative of the petitioner, if any, **(d)** name and address of all direct abutters, **(e)** name and address of abutters to abutters within three hundred (300') feet, **(f)** name and address of those persons directly across the street from the subject premises. 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.**
7. Once the application is filed with the City Clerk's Office, the Municipal Council is responsible to schedule the public hearing, to make arrangements to have the matter advertised in the local newspaper, and to notify by mail the petitioner and persons on the Certified List of Abutters of the date, time and place of the public hearing. Unless otherwise specified, all meetings of the Municipal Council are held at City Hall.
8. The petitioner and/or a representative is required to attend the public hearing for purposes of answering any questions that the Municipal Council may have.

II.B. SPECIAL INSTRUCTIONS:

The following special instructions apply to RMD, MMDC, and MMCC applications:

- The petitioner must submit twelve (12) copies of a signed Host Community Agreement to the Municipal Council Office when the special permit application is filed with the Office of the City Clerk.
- The petitioner may request a Letter of Non-Opposition from the Municipal Council only after a signed Host Community Agreement and a complete special permit application is filed with the City Clerk's Office.

II. OTHER

1. All substantive and procedural aspects of a special permit are pursuant to MGL CH. 40A and the ZONING ORDINANCE. It is recommended that the petitioner obtain the ZONING ORDINANCE from the Office of the City Clerk in order to familiarize oneself with the contents of the applicable section(s) of a requested activity.
2. The applicant and those persons listed on the list of abutters will be notified by mail by the Municipal Council relative to the date, time and place of the public hearing. Unless otherwise specified, all meetings of the Municipal Council are held at City Hall.
3. The Municipal Council requires that petitioner and/or a representative attend the public hearing for purposes of answering any questions that the Municipal Council may have.

If there are any questions, please feel free to contact the Municipal Council Office at 508.223.2222 (ext. 3181) or at council@cityofattleboro.us.