

For Planning Office use only – Application found complete by: _____

SPECIAL PERMIT APPLICATION FOR USES OR ACTIVITIES
Town of Ipswich Planning Board

Date: _____

Seven copies of this application, associated plans and materials on maximum 11x17 inch paper, plus two full size sets of site plans, as well as an electronic copy of the same, shall be submitted to the Planning Office for a determination of completeness.

Section A. General Information

1. List each proposed use or activity and cite all applicable provisions of the zoning bylaw which require a special permit(s) from the Planning Board (attach additional materials if necessary).

2. Street Address of Property: _____

3. Assessor's Map & Lot #: _____

4. Which zoning district(s) and other types of districts is the property located in? Check all that apply.

<input type="checkbox"/> Rural Residence A (RRA) District	<input type="checkbox"/> Limited Industrial (LI) District
<input type="checkbox"/> Rural Residence B (RRB) District	<input type="checkbox"/> Water Supply Protection District A (WSA) District
<input type="checkbox"/> Rural Residence C (RRC) District	<input type="checkbox"/> Water Supply Protection District B (WSB) District
<input type="checkbox"/> Intown Residence (IR) District	<input type="checkbox"/> Wireless Communication District A (WCA)
<input type="checkbox"/> General Business (GB) District	<input type="checkbox"/> Wireless Communication District B (WCB)
<input type="checkbox"/> Central Business (CB) District	<input type="checkbox"/> Green Space Protection District (GSPD)
<input type="checkbox"/> Highway Business (HB) District	
<input type="checkbox"/> Planned Commercial (PC) District	
<input type="checkbox"/> Industrial (I) District	

5. Name of Applicant: _____

6. Address of Applicant: _____

7. Phone Number: _____ Email Address: _____

Section B. If Applicant is the owner of the subject property, skip this section and proceed to Section C.

8. Please state the status or the interest of the Applicant in the property. If the Applicant is not the owner, state Applicant's interest in the subject property below (e.g., Applicant has signed a purchase and sales agreement) and attach evidence of the Applicant's status, such as a copy of option, purchase or lease agreement, power of attorney, and/or copies of all trust instruments, including a certification of trustees.

9. Address of Owner (if other than Applicant) _____

10. Telephone Number: _____ Email Address: _____

Section C. Use of Property

Describe the existing use of the property (attach additional materials if necessary):

Describe, in detail, the proposed use or activity of the property (attach additional materials if necessary):

Section D. Additional Permitting

11. Is a variance required from the Zoning Board of Appeals?

() yes () no () don't know*

If "yes", attach a copy of the variance decision to this application. If a variance is required but has not yet been granted, you are strongly advised to discuss the matter with Planning staff before you continue with this application.

12. Is the proposed development served by:

Public Water System () yes () no
Public Sewer System () yes () no

13. Is the property subject to the Demolition Delay By-law?

() yes () no () don't know

If "yes" or "don't know", please contact the Building Inspector.

14. Is the property subject to the Wetlands Protection Act or action by the Conservation Commission?

() yes () no () don't know

If "yes" or "don't know", please contact the Conservation Agent.

15. Is an environmental study or document required for this project under state or federal law?

() yes () no () don't know

If "yes" then specify the type of study and agency requiring study below. If "don't know", please contact Planning staff.

Section E: Other materials required

- 16. Attach the list of abutters to the property for which the application is being submitted. Abutters are the owners of property directly opposite on any public or private way or street, and owners of land within 300 feet of the property line, including those properties which may lie within bordering towns. An abutters list is a separate form available from the Assessor’s Office, Planning Office or from the Town website. The list must be certified by the Assessor’s Office prior to submittal to the Planning Office.
- 17. Submit the application fee, per the fee schedule available from the Planning Office and the Town website.

Section F: Waivers

- 18. The Planning Board may waive, by an affirmative vote of four (4) out of five (5) members, any of the special permit submittal requirements, if it believes that strict compliance with these rules and regulations will, because of the size or special nature of the proposed development, create an undue hardship on the Applicant and will not be in the public interest. **Any waiver(s) requested by the Applicant shall be submitted in writing as part of special permit application.**

Section G: Engineering Peer Review and Site Inspection Fees

- 19. Engineering Peer Review or Consulting Fees: The Planning Board reserves the right to engage the services of a technical consultant(s) to review any aspect of an application if it believes that professional review is necessary to accomplish the purposes of the zoning bylaw and the Board’s special permit regulations. The costs for any professional review shall be borne by the Applicant and shall be imposed in accordance with the M.G.L. Chapter 44, Section 53G, as amended, and as duly adopted by the Planning Board in accordance with said law.
- 20. Site Inspection Fees: If an Applicant obtains a special permit from the Planning Board and proceeds with a project pursuant to that special permit then the Planning Board reserves the right to require site inspection(s) during the project’s construction. The costs for such inspections shall be borne by the applicant and shall be charged at a rate approved by the Planning Board. Inspection fees shall be received by the Town in accordance with the M.G.L. Chapter 44, Section 53G, as amended, and as duly adopted by the Planning Board in accordance with said law.

Signature of Applicant: _____

Signature of Owner(s) (if different from Applicant): _____

SPECIAL PERMIT CHECKLIST

Town of Ipswich Planning Board

Required Plans

All Special Permits for proposed uses or activities must include a site plan. If the Special Permit involves substantive changes to exterior elements of a building or a new building, elevation drawings of the building at a scale sufficient to show the details of the proposed buildings and signs, preferably prepared by a Registered Architect or Engineer shall also be submitted. In addition, any Special Permit application which proposes site improvements must submit a stormwater management plan including calculations and a landscape plan. The landscape plan must be prepared by a Registered Landscape Architect or Certified Landscape Designer, clearly showing existing and proposed plantings, exterior lighting and other site amenities. Upon request, the Board may allow the landscape plan to be prepared by a non-registered landscape architect or non-certified landscape designer, or by a registered civil engineer, based on the scope of the landscape plan. Plan requirements are described below.

1. Site Plans should contain the following:

- Names of Owner and Applicant
- Registered Professional Engineer, Architect, or Landscape Architect (all plans must be stamped)
- Date (all plan revisions must be noted and dated)
- Scale (no greater than 1 inch = 40 feet except for the locus map)
- North Arrow
- Locus map
- Zoning District(s)
- Existing and proposed topography of the site in two-foot contours
- Names of adjacent streets
- All existing lot lines and dimensions
- Lot size
- Locations and dimensions of all existing and proposed structures, including additions
- Number of dwelling units
- Location and number of parking and loading spaces
- Location of driveways and/or access roads and all sight distances
- Existing and proposed uses of the structures
- Existing and proposed utilities and service areas
- Screening and/or buffer provisions
- Any proposed open space or park
- Planning Board signature block, including reference to the special permit and date of approval

2. Elevation Drawings should include the four sides of the building as well as the following:

- Names of Owner and Applicant
- Registered Professional Engineer, Architect
- Date (all plan revisions must be noted and dated)
- Scale (no less than 1/8 inch = 1 foot)
- All details of the building, including dimensions
- Lighting
- Signs

3. Stormwater management plans and calculations should show:

- Existing and proposed method of handling stormwater run-off
- Direction of flow of run-off
- Location, elevation, and size of all catch basins, drywells, drainage ditches, swales retention basins, and storm sewers;
- Engineering calculations used to determine drainage requirements, based upon a ten (10) year storm frequency. If water is to be retained or detained on site the Planning Board shall require one hundred (100) year storm frequency calculations.

4. Landscape Plans should include all existing and proposed plantings, pathways, location of all exterior lighting, signs and other amenities as well as the following:

- Names of Owner and Applicant
- Registered Landscape Architect, Certified Landscape Designer
- Date (all plan revisions must be noted and dated)
- Scale (no more than 1 inch = 40 feet)
- Plant, shrub and tree names, botanical and common, for existing and proposed plantings
- Lighting specifications and photometric plan (can be a separate document)
- Signs (size, shape, materials and design which can be a separate document)

Lighting: All exterior lighting must be cut-off type fixtures (dark sky compliant) unless the Applicant can demonstrate to the Board's satisfaction that the proposed light fixtures are acceptable. If the Applicant is requesting approval for the use of non-cutoff type fixtures, the application must also include a written request for the alternative lighting and provide the reason(s) why the lighting is being proposed.

5. Additional Plans and Materials

Copies of all deeds, easements or other documents related to the property or interests in the property which exist or are proposed shall be submitted with the application. Photographs of the site are always useful.

For large-scale projects the Planning Board may require the submittal of a General Plan of Land and/or other types of documentation such as traffic studies, marketing studies or wildlife inventories. Please contact the Planning Office if you have questions about what to submit.

If the project is located wholly or partly on property within the Water Supply Protection Districts or involves Hazardous Materials subject to Section IX.N of the zoning bylaw, please read the appropriate checklist to ensure a more complete understanding of the requirements.

General Plan of Land should include general characteristics of all lands within 200 feet of the site, including the following:

- Names of Owner and Applicant
- Structures
- Parking areas
- Driveways
- Pedestrian ways
- Natural features
- Existing land uses (in color with a color key)

