



TOWN OF ROCHESTER

Planning Board

37 Marion Road, Rochester, MA 02770

Phone: 508-763-5421 (Ext 207) Fax: 508-763-5379

www.townofrochestermass.com

Date: _____

**SPECIAL PERMIT APPLICATION
And Request for Hearing**

Petitioner: _____

Owner: _____

The petitioner requests the following Special Permit from the Planning Board:
Specific Zoning By-law and/or the name of the Special Permit requested:

- Special Permit (Back Lot)
- Special Permit (Common Driveway)
- Special Permit (Flexible Development)
- Special Permit (Special Residential Development)
- Special Permit (Other) _____

Location of premises involved: _____

Assessors Map(s): _____ Lot(s): _____

Nature of Plan proposed: _____

The undersigned has submitted the following fees:

Special Permit Application: _____

Outside Consultant Account: _____

Print Name of Applicant: _____

Address: _____

Telephone: _____ Cell phone: _____

Signature of Applicant or Legal Representative: _____ Date: _____

Print Name of owner: _____

Address: _____

Telephone: _____ Cell phone: _____

Signature of Owner (if different from applicant): _____ Date: _____

I hereby certify that all information in this application for and required attachments and supporting material is true and accurate to the best of my knowledge. I agree to notify the Rochester Planning Board of any changes in the information provided in the application, in writing, as soon as practicable. I understand that failure to provide the required information and fees may result in a denial on my project.

Description of Proposed Project: _____

Flexible Development: Please provide a **written narrative** addressing how the project meets the requirements found in Chapter 20.40.F.12 including but not limited to: Purposes, Landscape Design, Additional Site Design Standards, Open Space Requirements and Bonus Incentives.

Special Residential Development: Please provide a **written narrative** addressing how the project meets the requirements found in Chapter 22.20 including but not limited to: Location Design Standards and Landscaping, Interrelationship of Buildings, Perimeter Buffer, Common Property, Parking, Road Construction Standards, Other Facilities, Project Maintenance, Building Architecture and Common Water and Sanitary.

**Submittal Checklist for “Special Permit”
Backlot/Common Driveway/Flexible Development/Special Residential Development**

If the plan involves land within the Mattapoisett River Valley Water Supply Zone, the applicant shall file copies of the Definitive Plan with the Mattapoisett River Valley Water Supply Advisory Committee at least 30 days prior to submission to this Planning Board.

All submittals to the Planning Board for consideration must conform to requirements of the Rules and Regulations Governing the Subdivision of Land, Section VIII including but not limited to the following:

- 1. The original and one (1) copy of a completed and signed Special Permit application.
- 2. The original “mylar” tracing, at a scale of 1 inch = 40 feet.
- 3. 8 contact prints.
- 4. 3 prints measuring 11 by 17 inches.
- 5. 2 copies of the Special Permit plan at a scale of 1 inch = 200 feet.
- 6. A PDF file of application, plans, and accompanying documents emailed to the Town Planner and Board Administrator.
- 7. \$200 Special Permit application fee.
- 8. Check to cover advertising fee.
- 9. A copy of the deed(s) vesting title in the current owner.
- 10. A Municipal Lien Certificate.
- 11. If more than one owner of record or in the event the applicant is not the owner of record, the Special permit application shall be signed by each owner authorizing the filing of the plan.
- 12. The plan must show the name of the applicant and owner of record with book and page numbers of the recorded deed.
- 13. Names of all owners of land abutting the property and abutters to abutters within 300 feet of the property line as Certified by the Assessors’ Office. The applicant is to obtain the list, prepare and mail via certified mail the notice to abutters, state and local agencies, and surrounding communities;

and pay for the cost of the mailing. Proof of the certified mailing must be presented to the Planning Board prior to the opening of the public hearing.

- 14. Receipt of submittal of the Special Permit to the Board of Health must be provided.
- 15. A written "Request for Waivers" with a description of each request with an explanation as to why the applicant believes such a waiver is warranted.
- 16. The plan must have the Subdivision name.
- 17. The plan must have the boundaries.
- 18. The plan must have the north point.
- 19. The plan must have the plan date.
- 20. The plan must have a legend and scale.
- 21. The plan must have a locus map.

Identify all Zoning Districts and any Zoning District boundary lines including the River Valley Overlay Districts, the Groundwater Protection District, and any other Overlay Districts.

- 22. The plan must have suitable space to record the action of the Planning Board and the signature of the seven (7) members of the Planning Board on each sheet of the Special Permit plan set.
- 23. A copy of the Letter of Intent and Right of First Refusal submitted to the Board of Assessors and Board of Selectmen.

FOR FLEXIBLE DEVELOPMENT AND SPECIAL RESIDENTIAL DEVELOPMENT (in addition to the above checklist items):

- 24. 1 copy of the Stormwater Management report and any other supporting calculations and a PDF copy emailed to the Town Planner and Board Administrator.
- 25. The plan must show the proposed lines of streets, ways, lots, and easements and public and common areas within and adjacent to the subdivision with the purpose of each easement indicated on the plan.
- 26. Locations of all permanent monuments properly identified as to whether existing or proposed.
- 27. The plan must show the location, names, and present widths of streets bounding, approaching, or within the immediate proximity of the subdivision, showing both roadway widths and right-of-way widths.
- 28. A "Confirmation of Approval" of proposed street names from the Board of Selectmen will be required prior to final approval of the Special Permit by the Planning Board.
- 29. Where the applicant elects to secure completion of the required improvements by covenant (rather than bond or surety), there shall be a notification above such space as follows:
"Approved _____, subject to a covenant conditions set forth in a covenant executed by _____, dated _____, and to be recorded."
- 30. The plan should have existing and proposed topography with 2-foot contour intervals, unless a smaller contour interval is required by the Planning Board, to properly define the existing or proposed topography.
- 31. The plan should show the surface elevation of all water bodies within the subdivision and ground surfaces identified as to type. In the event that there are no wetlands and/or floodplains on any land within and adjacent to the perimeter of the subdivision within 100-feet, a statement to that effect shall be noted on the plans.

- 32. The plan shall show existing profiles on the exterior lines and proposed profile on the center-line of proposed streets at a horizontal scale of 1" = 40' and a vertical scale of 1" = 4'.
- 33. Profiles shall also indicate the location of any intersecting public or private ways, and the location, material, and size of existing and proposed storm drains, water mains, sewers, fire alarm, street lighting, and other underground utilities to be placed within the right-of-way.
- 34. The plans shall show typical cross sections of the proposed streets, properly located and identified by station number, at such intervals along the street as will adequately indicate any variations in its section, supplemented where necessary, by lines on the layout plan showing the width and location of proposed roadways, planting strips, gutters, sidewalks, and similar physical features.
- 35. The plan shall show existing any proposed centerline profiles of all utility and access easements beyond the normal right-of-way lines of the proposed roadways at a horizontal scale of 1" = 40' and vertical scale of 1" = 4'. All elevations shall refer to NGVD 1998 datum. Profiles shall indicate the location, material, and size of existing and proposed storm drains, water mains, sewers, fire alarm, street lighting, and other underground utilities, as well as the finish centerline profile and proposed width of all travel ways to be placed within the easement.
- 36. Standard utility construction details as well as any special construction details or other pertinent information, which the Board may request as is necessary to evaluate the feasibility of the proposed design of the subdivision.
- 37. Copies of agreements granting the developer rights essential to the development of the land and construction work involved, including the right of access over existing ways.
- 38. Percolation tests and soil evaluation test pits certified by a Commonwealth of Massachusetts Soil Evaluator shall be performed in areas designated for sub-surface sewage disposal and stormwater management
- 39. Certified soil evaluation test pit information and maximum groundwater elevations shall be provided along with the proposed subdivision roadway at intervals not to exceed 500-feet and shall be witnessed by the Board of Health. Additional soil testing and/or borings may be required by the Planning Board if, in its opinion there may exist adverse soil or groundwater conditions which may be detrimental to public health/safety and the construction of the roadways and stormwater management systems.
- 40. Traffic sight distances, vertical and horizontal, for all intersections within the subdivision and for the public ways adjoining the subdivision at location of ingress or egress shall be shown.
- 41. Identify all significant physical features on the subject property and within 150 feet of the project as utilities, stonewalls, boulders larger than 5 cubic yards, buildings driveways, swales, knolls, and trees of 12-inch caliper or greater within 20-feet of all existing and proposed travel ways.
- 42. A traffic impact analysis, prepared by a Registered Professional Engineer in the Commonwealth of Massachusetts, shall be prepared for all Special Permit plans, or where in the opinion of the Planning Board, such study is necessary for the safety and welfare of the inhabitants of the Town.

Print Name of Applicant

Date

Acceptor's Signature

Date



Town of Rochester

Planning Board

Town Hall Annex, 37 Marion Road, Rochester, MA 02770

Phone: (508) 763-5421 Fax: (508) 763-5379

Rochester Planning Board

Arnold Johnson, Chairman

John DeMaggio, Vice Chairman

Bendrix Bailey, Clerk

Michael Murphy, Associate Clerk

Lee Carr

Christopher Silveira

Marc Rousseau

Nancy Durfee, Town Planner

Dawn DeMaggio, Board Administrator

Applicant / Property Owner Access Agreement

The Town of Rochester Planning Board requests the Board members, Town Planner, or a duly authorized agent of the Town, shall have the right to enter upon the property to ensure continued compliance with the terms and conditions of the application, and / or to gather information prior to deliberation or voting. Frequently, the Planning Board may conduct a site visit or visits, as necessary, through the permitting process.

The Rochester Planning Board and Town Planner are hereby given permission to conduct site visits on the property referenced in the application hereto attached. All Planning Board visits will be scheduled in advance at a time acceptable to the Applicant.

I(We) understand that refusal to grant permission for site visits to the extent requested by the Planning Board or the Town Planner will cause my application to be denied due to incompleteness of the information required for full deliberation and voting by the Planning Board.

Signature of Property Owner

Address of Property Owner

Date: _____