



TOWN OF WRENTHAM
PLANNING BOARD
79 SOUTH STREET
WRENTHAM, MASSACHUSETTS 02093
(508) 384-5441
planning@wrentham.gov
www.wrentham.gov

APPLICATION SUBMISSION REQUIREMENTS

**SPECIAL PERMIT & SITE PLAN APPROVAL - or -
MODIFICATION OF A SPECIAL PERMIT & SITE PLAN APPROVAL**

Pre-submission Review – It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission.

Submission Packet: All application materials must be presented in a complete packet and in electronic format. Incomplete submissions will cause a delay in processing.

APPLICATION SUBMISSION REQUIREMENTS CHECKLIST:

Fees:

- Includes all applicable fees outlined on the Fee Schedule. Checks are to be made payable to the Town of Wrentham.
- Additional Costs, Legal Advertisement: The Applicant is responsible to pay for the Legal Advertisement in the Sun Chronicle which will be billed directly to the Applicant.
- Additional Costs, Abutters Notification: The Applicant is responsible to pay for the required certified abutters list, mailing labels, plain envelopes, and required postage for notifications.
- Additional Costs, Peer Review: For those projects that are complex in nature, you will be required to pay for any peer reviews as determined by the Board.

Application:

- One (1) original and two (2) copies of the application to include all required signatures.

Certified Abutters List (Date of issuance must be within 30 days and current calendar year)

- Certified Abutters list provided by the Assessor's Office.
- Two (2) sets of mailing labels provided by the Assessor's Office – DO NOT remove labels from printed sheets
- Two (2) sets of plain postage paid envelopes for each of your abutters + 12 for surrounding Towns' notification

Plans, (Site Plan Approval Art. 7.2):

- Five (5) full size (24"x36") site plan sets
- Nine (9) reduced size (11"x17") site plan sets
- Site Plan Checklist

Supporting Documentation:

- Project Narrative
- Waiver Request Form (Form R) – 10 copies of each request

- Photometric Plan & Cut sheets (if applicable) – Five (5) full size (23”x36”) and nine (9) reduced size (11”x17”)
- Shading Calculation Plan (if applicable) – Five (5) full size (23”x36”) and nine (9) reduced size (11”x17”)
- Mitigation of Adverse Impact – One (1) original and nine (9) copies
- Other permits / approvals – identify and provide copies of all local, state & federal (2 each)
- Recorded Plans & Deeds – Two (2) copies of most recent
- Drainage Calculations – Two (2) complete and nine (9) Executive Summary
- Earth Removal Calculations – Two (2) complete and nine (9) Executive Summary
- Traffic Study – Two (2) complete and nine (9) Executive Summary
- Community and Environmental Impact Assessment and Checklist – Two (2) complete and (9) Executive Summary

ADDITIONAL SUBMISSION REQUIREMENTS

Please refer to the specific section of the Zoning Bylaw for any additional submission requirements. The Zoning Bylaw can be found through the Town’s General Code here: <https://ecode360.com/35947167>

**WRENTHAM PLANNING BOARD
Fee Schedule – July 2011**

<u>Activity</u>	<u>Fees</u>	<u>Additional Fees/Notes</u>
81-P	Administrative Fee: \$100 Review Fee: \$200	Plan which creates no buildable lots Plan which results in new buildable lot(s)
Preliminary Plan	Administrative Fee: \$500 Review Fee: \$500	Plus \$100 per lot for each lot a full build out Plus \$50 per lot for each lot at full build out
Each revision to Preliminary Plan under review	Administrative Fee: \$100 Review Fee: \$200	Plus \$50 per lot for each lot at full build out
Definitive Subdivision Plan (if filed w/in 7 months of submission of Preliminary Plan)	Administrative Fee: \$1000 Review Fee: \$2500	Plus \$200 per lot for each lot at full build out Plus \$250 per lot for each lot at full build out
Definitive Subdivision Plan (if filed more than 7 months from submission of Preliminary Plan)	Administrative Fee: \$1500 Review Fee: \$3500	Plus \$400 per lot for each lot at full build out Plus \$250 per lot for each lot at full build out
Each revision to Definitive Plan under review	Administrative Fee: \$125 Review Fee: \$500	Plus \$50 per lot for each lot at full build out (Review Fee)
Frontage Waiver (81R)	Administrative Fee: \$500 Review Fee: \$400	Per lot on which frontage is waived Plus \$100 per lot on which frontage is waived
Amendment, Modification or other Revisions of Approved Definitive Plan Major (including but not limited to roadway and/or intersection realignment, or drainage system reconfiguration, at discretion of majority of the Planning Board) Minor (all Modifications not considered major)	Administrative Fee: \$750 Review Fee: \$1000 Administrative Fee: \$350 Review Fee: \$500	Plus \$250 per lot at full build out (Review Fee) Plus \$50 per lot at full build out (Review Fee)
Extension of time for Definitive Subdivision Approval	\$100	Request for extension shall be submitted in writing no less than 30 days prior to date of expiration
Review of Endorsed Plans, including Legal Review of Conveyance of Easements and Utilities and Covenant	Administrative Fee: \$200 Review Fee: \$1000	
Bond Estimates, Including Reduction and Release Requests	Administrative Fee: \$50 Review Fee: \$300	Plus \$50 per lot for Bond Estimates (Review Fee)
Performance Inspections/Observations	Administrative Fee: \$100 Review Fee: \$3000	Plus \$4 per linear foot of roadway paid prior to endorsement of plans

Lot Release from Covenant	Administrative Fee: \$100 Review Fee: \$300	Includes all lots in single request
Street Acceptance	Administrative Fee: \$500 Review Fee: \$500	
Special Permit	Administrative Fee: \$600 Review Fee: \$2500	Administrative fee for first Special Permit; \$200 for each additional Special Permit request filed concurrent with first. Review Fee initial deposit, additional funds may be required based on scope/type of project
Modifications to Special Permits		
Major	Administrative Fee: \$600 Review Fee: \$1500	Review Fee initial deposit, additional funds may be required based on scope/type of project
Minor	Administrative Fee: \$200 Review Fee: \$500	Review Fee as required by majority of Planning Board
Extension of time for Special Permits (no hearing)	Administrative Fee: \$100	No Review Fee unless required by majority of Planning Board
Kennel Special Permit (non commercial/accessory to residential use)	Administrative Fee: \$200	
Common Driveway Special Permit	Administrative Fee: \$500	Plus \$100 per lot served by Common Drive
Zoning Bylaw Amendment	Administrative Fee: \$350	
Earth Removal submitted under Article 26 of Wrentham General Bylaw	Administrative Fee: \$200 Administrative Fee: \$600	If combined with Special Permit Application If stand-alone application
Site Plan Approval	Administrative Fee: \$600 Review Fee: \$1500	Administrative fee for Site Plan if stand-alone; \$200 if filed concurrent with Special Permit application. Review Fee initial deposit, additional funds may be required based on scope/type of project
In lieu of Acceptance Plan provided as an electronic file (see §3.334c)	\$200 plus \$25 for each lot	

Note: All fees do not include cost of public hearing advertisement (legal advertisement and abutter notification as required by MGL), which are to be paid by the applicant.

All fees are subject to waiver or reduction upon petition to the Planning Board and for cause.

Charges in accordance with M.G.L. Chapter 44, Section 53G, Consultant Review Fees, shall apply, if the Board determines they are required.

The zoning amendment fee shall not apply to the Town of Wrentham petitions.



**TOWN OF WRENTHAM
PLANNING BOARD**

79 SOUTH STREET
WRENTHAM, MASSACHUSETTS 02093
(508) 384-5400 ext. 5441 | FAX 508-384-3174
planning@wrentham.gov | www.wrentham.gov

**APPLICATION FOR SPECIAL PERMIT & SITE PLAN APPROVAL – or –
MODIFICATION OF A SPECIAL PERMIT & SITE PLAN APPROVAL**

Application No.: _____

Date: _____

APPLICATION TYPE: Please indicate the type of permit you are seeking:

New Special Permit/Site Plan Approval (SP/SPA)

Modification of SP/SPA Date of Original Permit: _____, Book/Page: _____
(Include Copy of Decision)

APPLICANT NAME: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

Contact Person's Name: _____

PHONE: _____ EMAIL: _____

OWNER(S) OF RECORD: _____

FULL ADDRESS: _____

PHONE: _____ EMAIL: _____

Deed recorded in the Norfolk County Registry of Deeds: Book _____ Page _____
(Include Copy of Deed)

SITE INFORMATION:

Street Address of Property(s) _____

Assessor's Parcel Id.(s) and lot size of each: _____

PLAN INFORMATION:

Plan Title: _____

Prepared by: _____

Date Prepared: _____ Last Revision Date: _____

ZONING INFORMATION:

CURRENT AND PROPOSED USE(S)

List all **current/proposed uses** on the site:

Does this Application involve a change of use?

Yes (if so, please review the Wrentham General Code §390-4.4 for further guidance)

No

ZONING DISTRICT

Which zoning district(s) and/or overlay district(s) is the property located in? Check all that apply.
(Review the Town of Wrentham’s Zoning Map)

- | | |
|--|--|
| <input type="checkbox"/> Residential District, R-30 | <input type="checkbox"/> Conservation, Recreation, School & Park District, CRSP |
| <input type="checkbox"/> Residential District, R-43 | <input type="checkbox"/> Conservation, Recreation, School & Park Route 1, CRSP-1 |
| <input type="checkbox"/> Agricultural & Residential District, R-87 | <input type="checkbox"/> Village Zone A, VZA |
| <input type="checkbox"/> Retail Business District 1, B-1 | <input type="checkbox"/> Village Zone B, VZB |
| <input type="checkbox"/> Retail Business District 2, B-2 | <input type="checkbox"/> <i>OVERLAY DISTRICTS</i> |
| <input type="checkbox"/> Commercial-Industrial District 1, C-1 | <input type="checkbox"/> Watershed Protection Overlay District, W |
| <input type="checkbox"/> Commercial-Industrial District 2, C-2 | <input type="checkbox"/> Aquifer Protection Overlay District, A |
| <input type="checkbox"/> Commercial-Industrial District 3, C-3 | <input type="checkbox"/> Floodplain Overlay District, F |
| <input type="checkbox"/> Route 1 North, C-1N | <input type="checkbox"/> Special Use Overlay District, SU |
| <input type="checkbox"/> Route 1 South, C-1S | <input type="checkbox"/> Medical Marijuana Special Use Overlay District, MMSU |

WAIVER REQUEST(S)

Briefly describe all waivers requested (Use Form 6 for each request)

Section: _____

Section: _____

Section: _____

Section: _____

Section: _____

Section: _____

REQUIRED SIGNATURES:

- Please Note: Both required signatures 1 and 2 must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.
- Failure to obtain all required signatures may cause a delay in processing.

1. REQUIRED SIGNATURE(S): APPLICANT AND/OR OWNER: Both the Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT** and/or **OWNER(S)** named above, hereby applies for a Special Permit/Site Plan Approval or Modification of a Special Permit/Site Plan Approval by the Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning Bylaw of the Town of Wrentham, MA.

Applicant’s Signature _____ Date: _____

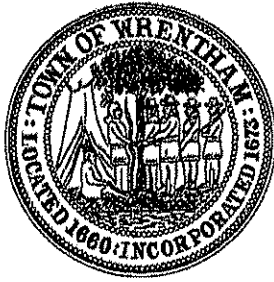
Property Owner’s Signature _____ Date: _____
(If Not Applicant)

2. REQUIRED SIGNATURE: TAX COLLECTOR

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Wrentham, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.
Please make arrangements to pay all outstanding bills to the Tax Collector’s Office.*

Tax Collector’s Office – Name (Please Print) _____ _____
Initial Date



COMMONWEALTH OF MASSACHUSETTS
TOWN OF WRENTHAM
BOARD OF ASSESSORS

79 SOUTH STREET
WRENTHAM, MA 02093
PHONE: (508) 384-5408 • FAX: (508) 384-1374

Email: assessor@wrentham.ma.us

ABUTTERS LIST REQUEST

Please allow 10 days for final list

Parcel Requested: _____

Property Address: _____

Record Owner: _____

Book-Page: _____

For Which Board: _____

Reason For Request: _____

Contact Person: _____

Telephone: _____

Signature: _____

Date: _____

Print Name: _____

Email: _____

Fees for Abutters Lists must be prepaid before list is prepared.

- \$15.00 - for direct and/or immediate abutters - Board of Health**
- \$15.00 - for abutters within 100 feet - Conservation Commission**
- \$25.00 - for abutters within 300 feet or more - PLNG BD & ZBA**
- \$25.00 - for Abutters List for Liquor License - BOS**

**CHECKLIST FOR
ARTICLE 7 – SITE PLAN APPROVAL**

7.3 Site Plan Form

The site plan shall be prepared by an engineer and surveyor and shall be clearly and legibly drawn at a scale of 1" = 40' on a material which is suitable for reproduction¹. If multiple sheets are used, an index sheet showing the entire site plan shall be provided.

7.4 Site Plan Content

The site plan shall contain the following information:

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Plan name, property boundaries, true north point, date, scale, and Zoning District along with any Zoning District boundaries and overlay districts (i.e. Aquifer Protection, Watershed and Floodplain).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Names and addresses of present record owner(s), the applicant, and the architects, engineers and/or surveyors who prepared the plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Certificates and seals of the architects, engineers, and/or surveyors who prepared the plan, together with a certificate that all surveying conforms to the requirements of the Massachusetts Land Court.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Suitable space to record the action of the Planning Board and the signatures of the members of the Board on each sheet of the site plan, and the date of such signature.

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Existing conditions – Ref. ² _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. existing contours at two-foot intervals,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. significant soil types,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. water systems (including standing surface water, brooks or streams, the direction of drainage, wetlands, and the 100-year flood elevation),
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. trees exceeding 5" in diameter or the perimeter of heavily wooded areas,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. stone walls, fences, buildings,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. rock ridges or outcroppings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. A locus plan of all land within 1,500 feet of any part of the tract and showing:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. all dwellings and principal buildings,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. the land use of each lot,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. lot and right-of-way,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. zoning district boundaries,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. recorded easements abutting the tract, and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. public facilities, such as conservation or recreation land, foot-paths, bicycle paths, or streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. An utilities analysis showing – Ref. _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. the location and size of the Town's existing water mains, fire hydrants, sanitary sewers, and storm drains relevant to the

¹ Plans shall be submitted on sheets measuring 24" x 36".

² Reference the sheet where the required information is indicated (e.g. Sheet 3 of 12)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | project, and |
| | | | 2. the proposed location and approximate size of utilities to be constructed on the site and their proposed connections to the Town's utilities, and any special features, such as culverts, or pumping stations, that might affect the ability of the Town to service the development; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Plan prepared by a registered architect including building elevations and one or more perspective colored renderings indicating materials to be used; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Proposed landscape plan prepared by a registered landscape architect; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. A table showing – Ref. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. total land area, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. developable site area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. common or usable open space, if any, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. site coverage of buildings, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. area covered with impervious surface, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. ratio of impervious surface to total land area, and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. the number of off-street parking spaces and, if applicable, loading bays. |

The Planning Board may in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of this bylaw, waive strict compliance with the foregoing requirements. Any such waiver shall require a written request from the applicant and majority vote of the Board.

**Form R:
Wrentham Planning Board
Waiver Request Form**

At the time of application, this form shall be submitted for each waiver request

Project Name: _____

Date: _____

Nature of waiver request: _____

Section/Article of Zoning or General By-Law, or Subdivision Rules and Regulations: _____

Reason waiver is requested: _____

Alternatives to granting the waiver: _____

Impacts of denial of waiver on the project: _____

Reasons why this waiver is in the best interests of the Town and consistent with the intent and purpose of the Zoning By-Law or Subdivision Rules & Regulations: _____

Prepared by: _____ **Signed by:** _____

Mitigation of Adverse Impact

Where significant adverse impacts are identified by the Applicant or reviewing Board, the Community and Environment Assessment must propose an acceptable program of mitigation. This affirmative requirement may include provisions for phased development; natural or landscape barriers; noise baffles; pollution controls; waste, trash, and sewage disposal; roadway maintenance; water supply; storm drainage; fire and police protection. Site plan approval, special permits, and variances will not be issued until this requirement is satisfied.

Name of Engineer: _____

Signature of Engineer: _____

Date: _____

**CHECKLIST FOR
ARTICLE 8 - COMMUNITY AND ENVIRONMENTAL ASSESSMENT**

The environmental assessment will describe the proposed use in detail, its purpose, location and time setting, and its relation to other projects and proposals. The assessment will describe primary and secondary environmental and community impacts, both beneficial and adverse. The scope of the assessment shall include both construction and operational impacts. The assessment shall also develop, describe, and objectively weigh alternatives to the proposed use.

A registered professional engineer and other professionals as required shall prepare the environmental assessment. The assessment shall address the following topics for present conditions, development conditions, and environmental controls, and future conditions and environmental controls:

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Natural environment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Air pollution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Water, including quantity of drainage and pollution control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Noise pollution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Land, including the quantity of earth to be removed from the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Wildlife
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Man-made environment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Surrounding land use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Density
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Architecture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Public facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Water supply and distribution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Storm drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Sewage disposal facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Solid waste disposal, including trash and garbage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Traffic facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Electric power
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Gas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Community Services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Schools
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Recreation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Police
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Fire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Public works
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Economic considerations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Cost-benefit ratio to the Town of Wrentham
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Time schedule