



Town of Boylston – Planning Board

221 Main Street, Boylston MA 01505 * Telephone (508) 869-0143 * Fax (508) 869-6210

Application for Special Permit

Name of Applicant (primary contact): _____

Company: _____

Address: _____

Phone: _____ Other Phone: _____ Fax: _____

Email Address: _____

Name of Owner: _____

Address: _____

Daytime Phone: _____ Other Phone: _____ Evening Phone: _____

Email Address: _____

Location of Property: _____

Boylston Assessor's Tax Map Number: _____ Parcel Number(s): _____

Deed Reference – Worcester County Registry of Deeds Book: _____ Page: _____

Plan Reference – Worcester County Registry of Deeds Book: _____ Page: _____

Zoning Designation _____

Treasurer/Collector's Certification: _____

Applicant's Signature: _____ Date: _____

Owner's Signature (s): _____ Date: _____

_____ Date: _____

_____ Date: _____

Town Clerk's Date Stamp:

Official Use Only:
Fee: \$ _____ Date Paid _____ Check# _____
Date(s) of Public Hearing(s): _____
Decision of Zoning Board: _____ Date: _____

APPLICATION PROCESS

The Planning Board typically meets on the first Monday of the month per the Submittal Calendar posted on the Planning Board' webpage:

https://www.boylston-ma.gov/sites/g/files/vyhlf4171/f/uploads/2023-2024_meeting_schedule_and_application_instructions_rev1.pdf

Applications for Special Permits must **first** be submitted electronically to the Town Planner (see contact info below), who will review the application for completeness.

**PLEASE DO NOT SUBMIT HARD COPIES OF ANY APPLICATION MATERIALS
UNTIL DIRECTED TO DO SO BY TOWN STAFF.**

Once the Application is determined to be complete, applicants will submit hard copies of the signed application forms, supporting plans and materials, and fee payment to the Planning Board, Boylston Town Hall, 221 Main Street, Boylston, MA 01505 (email: ngardner@boylston-ma.gov). The number and size of the hard copies to be submitted will be determined by the Town Planner. *Please note that full-size plans must be folded, not rolled.*

The Applicant must obtain certification from the Treasurer/Collector's Office that they are up to date with all Boylston taxes and fees.

The Applicant must also obtain a certified abutters list from the Assessor's Office and provide a copy of the abutters list along with the application package.

The Town will produce and place the public notification in the Telegram and Gazette and for sending the notification to the abutters by certified mail with return receipt and then provide proof of notification to the Planning Board.

For any questions or to submit an application for review, contact:

Paul Dell'Aquila, AICP
Land Use and Inspectional Services Director/Town Planner
Phone: 508-869-0143 ext. 239
Email: pdellaquila@boylston-ma.gov

PROPERTY INFORMATION – SPECIAL PERMIT

Fill in information for the Special Permit(s) you are applying for. Attach additional documentation as necessary.

Address: _____

Parcel ID or MBL: _____

Zoning Designation: _____

TYPE OF SPECIAL PERMIT (Check all that apply)

- Commercial/Industrial**
- Residential**
- Senior Residential Development** (see Section 5.04 of the Boylston Zoning Bylaws)
- Wellhead Protection District** (see Section 7.08 of the Boylston Zoning Bylaws)
- Wireless Communication Facility** (see separate application form)
- Signs** (see Section 10.01 of the Boylston Zoning Bylaws)
- Inclusionary Zoning (for developments of eight (8) or more units)** (see Section 16 of the Boylston Zoning Bylaws).
- Other:** _____

PROPOSAL DESCRIPTION

The applicant seeks to (Describe what you want to do on the property in as much detail as possible):

Are you aware if this property has been previously granted approvals from any Town Board or Commission? If so, please list (Provide dates of previous approvals, book and page numbers and/or certificate numbers of any recorded decisions and/or recorded/registered land. Also, please provide copies of previous recorded decisions:

Have you applied for or are you aware if other applicants have applied for a Building Permit for this site and been refused for non-compliance with the Zoning Ordinance (e.g., a cease-and-desist order has been issued)?

List any additional information relevant to the requested Special Permit(s)

REQUIRED FINDINGS OF FACT
(For All Applications)

In the spaces below, please explain how the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town with respect to each of the following considerations per Section 11.04.06 of the Boylston Zoning Bylaw. *Attach additional supporting documentation as necessary.*

1. Describe the Social, Economic, or Community Needs which are served by the proposal:

2. Describe how Traffic Flow and Safety, including Parking and Loading, is affected by the proposal:

3. Describe the Adequacy of Utilities and other Public Services serving this proposal:

4. Describe how the surrounding Neighborhood's Character and Social Structures will be affected by this proposal:

5. Describe the proposal's Impacts on the Natural Environment:

6. Describe the proposal's Potential Fiscal Impact, including impact on Town services, tax base, and employment:

SUPPLEMENTAL FINDINGS OF FACT
(for Senior Residential Developments)

In the spaces below, please respond to the Supplemental Findings of Fact for a Senior Residential Development (SRD) per Section 5.04.07 of the Boylston Zoning Bylaw (Senior Residential Development). *Attach additional supporting documentation as necessary.*

1. The Proposed SRD complies with the requirements of this Section 5, other applicable requirements of the Zoning By-Laws and, where applicable, the construction and design standards of the Rules and Regulations Governing the Subdivision of Land in Boylston:

2. The Proposed SRD is consistent with the purposes of Section 5 (Senior Residential Development) of the Town of Boylston Zoning Bylaws:

3. The Proposed SRD is sited on soil types that will support the proposed density of development:

4. The Proposed SRD is in harmony with the existing and probable future uses of the area and with the character of the surrounding area and neighborhood.:

SUPPLEMENTAL FINDINGS OF FACT
(For Proposals in the Wellhead Protection District)

In the spaces below, please respond to the Supplemental Findings of Fact required per Section 7.08.B of the Boylston Zoning Bylaw (Wellhead Protection District). *Attach additional supporting documentation as necessary.*

1. The proposal will not substantially affect the existing quality of groundwater on or downgradient of the site during construction or thereafter:

2. The proposal is designed to minimize disturbance of the soils, topography, drainage, vegetation, and other natural characteristics of the site to be developed:

3. The proposal demonstrates that groundwater recharge is maximized through the use of design standards that reduce the amount of impervious material used on site and methods to increase recharge by directing runoff into the ground:

4. The proposal is designed to treat all stormwater runoff in compliance with Section 7.07B of the By-law and the Department of Environmental Protection Stormwater Management Policy, as it may be amended:

SUPPLEMENTAL FINDINGS OF FACT
(For Sign Applications)

In the spaces below, please respond to the Supplemental Findings of Fact required per Section 10.01.05 of the Boylston Zoning Bylaw (Sign Permits and Special Permits). *Attach additional supporting documentation as necessary.*

1. The sign is in harmony with and in reasonable continuity with the mounting location, height, proportions, materials, and setbacks of other signs on the same or adjacent structures:

2. Sign materials, colors, lettering style, illumination and form are reasonably compatible with building design, neighborhood context and use:

3. Sign size, location, design, and illumination will not present a safety hazard to vehicular or pedestrian traffic:

4. The sign is otherwise in compliance with the provisions of Section 10.01:

NEXT STEPS AFTER APPROVAL

1) Obtain a CERTIFIED COPY of the approved DECISION from the Boylston TOWN CLERK's office:

Notice of the decision is distributed to the applicant and abutters and will contain the date of filing with the Town Clerk. After the 20-day appeal period (beginning the date the decision was first filed with the Town Clerk's office) has expired, the applicant may obtain a certified copy of the approved decision from the Town Clerk. *Note: The certified decision will state if an appeal was filed against the project.*

Boylston Town Clerk, Town Hall, 211 Main Street, Boylston, MA 01505
Hours: Monday- Thursday 8:00am - 2:00pm & Monday evenings 6:00pm – 8:00;
Closed on State or Federal Holidays; 508-869-2234 or dporter@boylston-ma.gov

2) RECORD the CERTIFIED COPY of the approved DECISION at the REGISTRY OF DEEDS (prior to use):

Provided there has been no appeal, you must bring the certified copy of the decision to the Worcester District Registry of Deeds and have the decision recorded against the property's title/deed for the decision to be valid.

Worcester District Registry of Deeds, 90 Front Street, Suite C201, Worcester, MA 01608
Recording Hours: Monday – Friday 9 am to 4 pm; Closed on State or Federal Holidays
508-368-7000 or <https://massrods.com/worcester/>

Note: Your Decision MUST BE RECORDED PRIOR TO USE of any approved Special Permit(s)

3) Satisfy any CONDITIONS of approval, if applicable:

If your petition is approved with conditions requiring revised plans or supplemental information, all final revised plans and associated information must be received and approved by the Department of Land Use and Inspectional Services prior to issuance of a building and/or occupancy permit. Conditions of Approval may additionally require submission of documentation during or after completion of construction. It is the applicant/owner's responsibility to be aware of the conditions of approval to ensure that they comply with the conditions to avoid delays in issuance of permits and/or enforcement actions for non-compliance.

If you are unsure of the conditions of your application's approval, please contact the **Department of Land Use and Inspectional Services** for clarification. These are included in the decision (generally toward the end of the document before the signature page).

4) Begin USE/CONSTRUCTION as permitted by the Decision ONLY AFTER Receipt of appropriate Permits from Other Town Departments (Building Department, Board of Health, etc.).

**Note: The Town of Boylston, by this document, does not provide legal advice.
Questions about Special Permits should be directed to your legal counsel.**

OTHER QUESTIONS

When Will My Special Permit EXPIRE?

Per Massachusetts General Law, Ch. 40A, §9 and the Boylston Zoning Bylaws, the rights authorized by a Special Permit are valid for two (2) years from the date the decision was filed with the Town Clerk. Two years after filing of the decision with the Town Clerk, the Special Permit will expire unless it has been acted/relied upon (e.g. building permit submitted, construction commenced, etc.). Questions about permit validity and what constitutes “action” in a particular case should be directed to the Town Planner at pdellaquila@boylston-ma.gov or 508-869-0143 x239.

How Do I EXTEND the Rights Granted by my Special Permit?

One may apply for an **Extension of Time** for an approved Special Permit which has not been acted upon and will otherwise expire. An **Extension of Time Application** must be filed with the Planning Board **within two years of the date of final action (date of filing with the Town Clerk)**. The Board may extend the rights of the Special Permit for a maximum of six (6) months upon the filing of an extension request (new notice to abutters, public hearing, and decision by the Board). *Note: If an approval has expired it cannot later be extended, it must instead be newly considered.*

Applications for an Extension of Time for a Special Permit granted by the Planning Board is available here: <https://www.boylston-ma.gov/planning-board-agenda>

What Happens if My Special Permit EXPIRES?

Expired Permits: After expiration, Special Permit(s) may only be re-established through submission of a new filing to the Planning Board. Note: a new filing consists of the same process as the original application filing (i.e., notification to abutters, a public hearing, and the Board reconsidering said relief, pursuant to the Boylston Zoning Bylaw).

New Filings: Copies of the most current Special Permit Application is available here: <https://www.boylston-ma.gov/planning-board-agenda>

Other Resources:

The Town of Boylston Zoning Bylaws & Zoning Map are available online on the Board’s webpage: <https://www.boylston-ma.gov/planning-board-agenda>