

**TOWN OF TOPSFIELD**

SPECIAL PERMIT APPLICATION TO THE PLANNING BOARD  
FOR FAMILY ACCESSORY APARTMENT

1. Applicant(s): (This application must be signed by all owners as identified in the deed attached to this application).

<u>Name</u>	<u>Address</u>
<u>Dawn C. Dawson</u>	<u>109 Salem Road, Topsfield, MA 01983</u>
<u>Greg Gibbs</u>	<u>109 Salem Road, Topsfield, MA 01983</u>

☒ Deed attached

2. Property Address: 109 Salem Road, Topsfield, MA 01983

3. Registry of Deeds Title Reference: Book 38649 , Page 157

4. Attach list of all abutters within 300 feet of each lot line to whom notice of the application shall be given.

5. State the names and ages of all occupants of the main dwelling.

<u>Name</u>	<u>Age</u>	<u>Name</u>	<u>Age</u>
Greg Gibbs	55	Dawn C Dawson	44

6. State the names and ages of all proposed occupants of the family accessory apartment.

<u>Name</u>	<u>Age</u>	<u>Name</u>	<u>Age</u>
Dennis C Rossetti	77	Madeleine C Rossetti	71

7. State the identity of and the family or other relationship between the owner or occupant of the main dwelling and the owner or occupant of the Family Accessory Apartment upon which this application is based.

Parents of the Dawn C Dawson \*\*

8. State the reason for the Family Accessory Apartment. (Article VII § 7.03 of the bylaw requires that the primary purpose of the Family Accessory Apartment shall be to maximize privacy, dignity, and independent living among the occupants of the main dwelling and the Family Accessory Apartment).

☐ Amnesty requested.

For medical reasons, my parents have lived with me since 2003 as I take care of them medically, however having a separate living space allows them independence.

9. State estimated cost of all improvements to create the Family Accessory Apartment.

Approximately \$50,000 including all build-ins, custom safety shower.

10. State whether improvements include structural work, and if so describe them.

No structural work outside what was required for the construction of the main house.

11. State the description and frequency of the personal care assistance to be provided.

Care varies dependent on the medical situations. After almost 20 years, my parents would not be able to live on their own without assistance.

12. State whether the occupant(s) of the Family Accessory Apartment will make any financial contribution to the applicants and if so explain in detail. (Article VII § 7.03 of the bylaw prohibits generating income as a primary purpose of the Family Accessory Apartment).

☐ Yes

☒ No

If yes, state amount, frequency and explain in detail.

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13. Attach scaled drawings of the floor plan of the existing main dwelling and the proposed Family Accessory Apartment including elevations if exterior modifications are proposed.

☒ Floor plan attached

☐ Elevation attached

14. Attach written certification by the Board of Health that the sewage disposal system has sufficient capacity to accommodate the occupants of the Family Accessory Apartment.

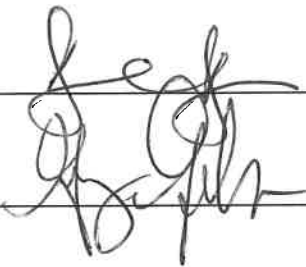
☒ Board of Health certification attached

15. Identify the zoning district and present use of the subject property and the commencement date of that use.

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By signing this application, all applicants verify that all purposes, procedures and requirements as set forth in the bylaw have been fulfilled and covenant that the use of the Family Accessory Apartment shall forthwith be discontinued upon termination as provided by the bylaw.

Dated: 9/8/2021

 \_\_\_\_\_  
\_\_\_\_\_

\*\* Documentation can be provided such as birth certificate and marriage certificate to verify the relationship.

Dawn Dawson - 617-233-5071  
ddawson32@comcast.net

**PLANNING BOARD TRACKING SHEET  
FOR FAMILY ACCESSORY APARTMENT**

Property Location: 109 Salem Road, Topsfield, MA 01983

Documents required by the bylaw to be attached hereto.

- ☐ Amnesty requested
- ☐ Filing fee paid
- ☐ Notice to abutters
- ☐ Deed
- ☐ Floor plan
- ☐ Elevations
- ☐ Board of Health certification
- ☐ Building permit
- ☐ Certificate of occupancy
- ☐ Title reference to recorded special permit
  - Book \_\_\_\_\_, Page \_\_\_\_\_
- ☐ Title reference to recorded termination notice
  - Book \_\_\_\_\_, Page \_\_\_\_\_
- ☐ Building Inspector confirmation of discontinuance

Zoning District: \_\_\_\_\_ Basis of use if not single-family zone:

\_\_\_\_\_  
Name of each owner residing in the main dwelling:

Dawn C Dawson

Greg Gibbs

Name of each occupant of the Family Accessory Apartment.

Dennis C Rossetti

Madeleine C Rossetti

Date of Denial of Special Permit setting forth the reason:

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Date of approval of special permit by planning board vote that each requirement of the bylaw has been met.

Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Extended Termination Date: \_\_\_\_\_



## QUITCLAIM DEED

I, Suzanne B. Mooney, as Trustee of The Suzanne B. Mooney 2014 Trust u/d/t dated October 9, 2014, as evidenced by a Trustee Certificate pursuant to M.G.L. c. 184 § 35 recorded in the Essex South District Registry of Deeds in Book 33855, Page 69,

And Suzanne B. Mooney and Peter B. Mooney, as Trustees of the Suzanne B. Mooney Nominee Trust u/d/t dated April 24 1992 and recorded with Essex South District Registry of Deeds in Book 11280, Page 452,

And Suzanne B. Mooney and Peter B. Mooney, Individually, a married couple, of Topsfield, Essex County, Massachusetts

For CONSIDERATION paid and in full consideration of Three Hundred Fifty Thousand and 00/100 (\$ 350,000.00) Dollars

grant an undivided 2/3 interest to Dawn C. Dawson, being unmarried, and an undivided 1/3 interest to Greg Gibbs, being unmarried, as Tenants in Common, both of 20 Cheever Street, Saugus, Massachusetts

with QUITCLAIM COVENANTS,

A certain parcel of land situated on Salem Road in said Topsfield described as follows:

Lot 1 on a plan of land entitled "Plan of Land in Topsfield, Mass. Prepared for Suzanne B. Mooney Nominee Trust, 103 Salem Road, Scale 1"=40', November 4, 2008" by Neve-Morin Group, Inc. and recorded with Essex South District Registry of Deeds as Plan No. 46, Plan Book 419, containing 109,805 square feet of land, according to said Plan.

This is a vacant parcel of land and is not a homestead property.

Meaning and intending to describe and convey a portion of the premises conveyed to the Grantors herein by deed dated October 9, 2014 and recorded with Essex South District Registry of Deeds in Book 33855, Page 71.

24<sup>th</sup> (PSM)  
WITNESS my hand and seal this 15<sup>th</sup> day of June, 2020.

Suzanne SBM  
The Susan B. Mooney 2014 Trust SBM

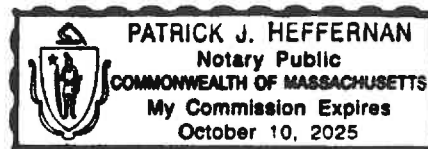
Suzanne B Mooney  
Susan B. Mooney, Trustee SBM  
SUZANNE

## COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 24<sup>th</sup> day of June, 2020, before me, the undersigned notary public, personally appeared Suzanne B. Mooney who proved to me through satisfactory evidence of identification, being her current driver's license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily as Trustee of The Susan B. Mooney 2014 Trust for its stated purpose.  
Suzanne (PSM)

P. J. Heffernan  
Notary Public:  
My commission expires:  
Seal:



WITNESS our hands and seals this 24 day of June, 2020

Suzanne SBM  
Susan B. Mooney Nominee Trust

Suzanne B. Mooney  
Susan B. Mooney, Trustee SBM

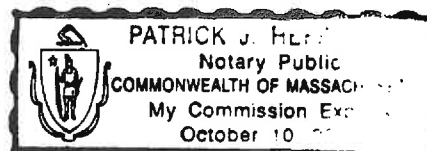
Peter B. Mooney  
Peter B. Mooney, Trustee

## COMMONWEALTH OF MASSACHUSETTS

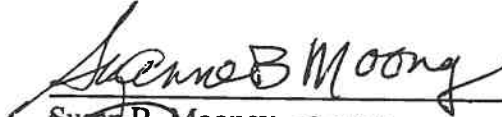
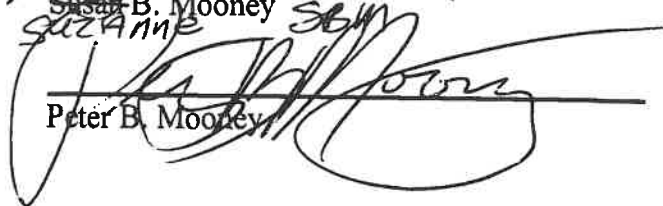
Essex, ss.

On this 24<sup>th</sup> day of June, 2020, before me, the undersigned notary public, personally appeared Suzanne B. Mooney and Peter B. Mooney who proved to me through satisfactory evidence of identification, being their current driver's licenses to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily as Trustees of the Susan B. Mooney Nominee Trust for its stated purpose.

P. J. Heffernan  
Notary Public: Patrick J. Heffernan  
My commission expires: 10/10/2025  
Seal:



WITNESS our hands and seals this 24 day of June, 2020

  
Suzanne B. Mooney  
  
Peter B. Mooney

## COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

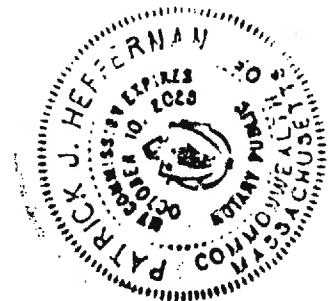
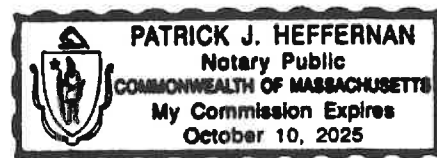
On this 24<sup>th</sup> day of June, 2020, before me, the undersigned notary public, personally appeared Suzanne B. Mooney and Peter B. Mooney who proved to me through satisfactory evidence of identification, being their current driver's licenses to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.



Notary Public:

My commission expires:

Seal:







## TOWN OF TOPSFIELD BOARD OF ASSESSORS

8 West Common Street  
Topsfield, Massachusetts 01983  
Telephone: (978) 887-1514 Fax: (978) 887-1502

This form must be completed and Assessor fee of \$20.00 must be paid before release of the certified abutters list.

Submission Date **Sunday, August 29, 2021** Issue Date **Monday, August 30, 2021**

Department requiring list: **Planning Board**

300 Ft. ☒ 100 Ft. ☐ (Conservation Only) ☐ Direct Abutters

Person/Party requesting list: **Dawn C Dawson**

Address: **20 Cheever Avenue, Saugus, MA 01906**

Phone #: **617-233-5071** Email Address **dawn.dawson@salemfive.com** Misc: \_\_\_\_\_

Property Owner: **Dawn C. Dawson & Greg Gibbs**

Assessor's Map(s) **70** Lot(s) **18** Location **109 Salem Road**

Assessor's Fee Paid: ☒ Yes ☐ No

The Assessors' Office requires ten (10) working days to certify an Abutters List. This list is valid for sixty days only from date of issue.

Certified By:

  
\_\_\_\_\_  
Topsfield Assessors



### **Certification of Parties in Interest**

The Board of Assessors of the Town of Topsfield do hereby certify, in accordance with the provisions of Section 10 and 11 of Chapter 808 of the Acts of 1975, that the following named persons, firms and corporations are parties in interest, as in said Section 11 defined, with respect to the premises herein above described.



## 300 foot Abutters List Report

Topsfield, MA  
August 30, 2021

### Subject Property:

Parcel Number: 70-18  
CAMA Number: 70-18  
Property Address: 109 SALEM RD

Mailing Address: DAWSON DAWN C  
20 CHEEVER ST  
SAUGUS, MA 01906

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### Abutters:

Parcel Number: 70-1  
CAMA Number: 70-1  
Property Address: 44 MCLEOD LN

Mailing Address: SALEM & BEVERLY WATER  
50 ARLINGTON AVE  
BEVERLY, MA 01915

Parcel Number: 70-13  
CAMA Number: 70-13  
Property Address: 23 WENHAM RD

Mailing Address: STOKES DEBRA A  
23 WENHAM RD  
TOPSFIELD, MA 01983

Parcel Number: 70-17  
CAMA Number: 70-17  
Property Address: 100 SALEM RD

Mailing Address: HALL STEVEN B  
86 SALEM RD  
TOPSFIELD, MA 01983

Parcel Number: 70-2  
CAMA Number: 70-2  
Property Address: 123 SALEM RD

Mailing Address: VANCE ALAN B  
123 SALEM RD  
TOPSFIELD, MA 01983

Parcel Number: 70-3  
CAMA Number: 70-3  
Property Address: 103 SALEM RD

Mailing Address: MOONEY SUZANNE B  
103 SALEM RD  
TOPSFIELD, MA 01983

Parcel Number: 70-6  
CAMA Number: 70-6  
Property Address: 110 SALEM RD

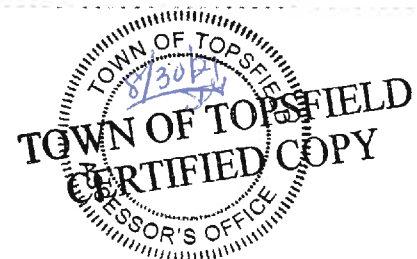
Mailing Address: ROWND CHARLES J  
110 SALEM RD  
TOPSFIELD, MA 01983

Parcel Number: 70-7  
CAMA Number: 70-7  
Property Address: 120 SALEM RD

Mailing Address: SWH REALTY LLC  
45 MASON ST UNT 7  
SALEM, MA 01970

Parcel Number: 70-8  
CAMA Number: 70-8  
Property Address: 128 SALEM RD

Mailing Address: DWINELL EVELYN H TR  
132 SALEM RD  
TOPSFIELD, MA 01983

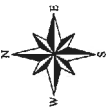


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8/30/2021

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August 30, 2021

**TOWN OF TOPSFIELD**  
**CERTIFIED COPY**

**109 Salem Rd**

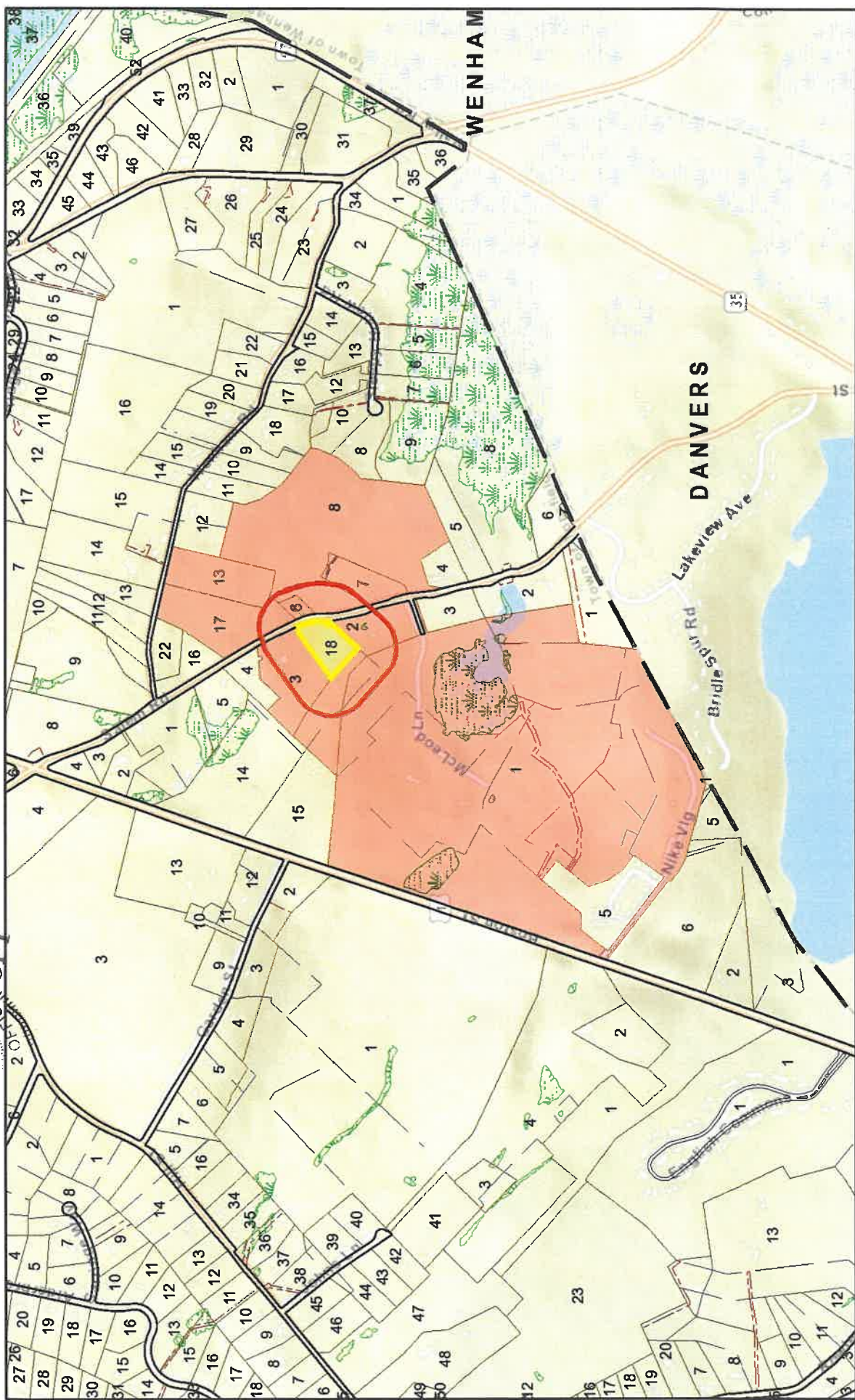
Topsfield, MA

1 inch = 1109 Feet

1109 2218 3327



www.cai-tech.com



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