

Application for Zoning Relief

Form A

Before you file this application, it is necessary that you be familiar with the requirements for filing plans and other materials in support of this application as specified in the Topsfield Zoning Bylaws and the Topsfield Zoning Board of Appeals Rules and Procedures that are available from the Town Clerk.

Incomplete applications will not be considered unless waivers are previously obtained from the Zoning Board of Appeals

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BOARD USE ONLY

Date Filed:

Date Action Due

Public Hearing:

Decision:

Revised Form Date: 04/26/2011

NATURE OF APPLICATION:

- Petition for Special Permit pursuant to Article ____, Section ____ of the Zoning Bylaw.
- Petition for Finding pursuant to Article ____, Section ____ of the Bylaw.
- Petition for a Variance from Article ____, Section ____, of the Zoning Bylaw.
- Petition for Site Plan Review pursuant to Article IX of the Zoning Bylaw (and the Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw; and Supplement Form C for submitted requirements and formats).
- Petition for a Comprehensive Permit pursuant to G.L.c. 40B, Section 20-23.
- Appeal from the decision dated _____ of the Building Inspector or others pursuant to L.L. c. 40A, Section 15.

DESCRIPTION OF APPLICANT:

- a. Name Emerson Homes, LP
- b. Address c/o Jesse D. Schomer, Esq., Regnante Sterio LLP, 401 Edgewater Pl., Ste. 630, Wakefield, MA 01880
- c. Phone Number (781) 246-2525
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) Assignee of rights from owner under contract
(Attach copy of lease and/or letter of authorization from owner, if applicable) (see attached proof of site control)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 33, Lot(s) 36A, Zoning District CR
- b. Location of Premises (number and street) 10 High Street
- c. Name and address of legal owner (if different from Applicant) The Congregational Church of Topsfield
9 East Common Street, Topsfield, MA 01983
- d. Deed to the Premises recorded at (if known):
 Essex South District Registry of Deeds, Book 4608 Page 278
 Essex South Registry District of the Land Court, Certificate Number 28732
- e. Prior zoning decisions affecting the Premises (if any): N/A
Date of Decision _____ Name of Applicant _____
Nature of Decision _____
- f. Present use of the Premises Undeveloped
- g. Present structures conform to current Zoning Bylaw. Yes No. If no, in what respect does it not conform. N/A - property is undeveloped.

PROPOSAL (attach additional sheets if necessary):

- a. General Description:
Development of 44 residential apartments in a single building pursuant to M.G.L. c. 40B. See attached application narratives.

b. If proposal is for construction or alteration of an existing structure, please state:

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	<u>20</u>	<u>30</u>	<u>10</u>
2. Existing setbacks	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
3. Setbacks proposed	<u>430.9</u>	<u>127.6</u>	<u>48.6 (or greater)</u>

	FRONTAGE	AREA
4. Frontage and area required by bylaw	<u>100</u>	<u>20,000</u>
5. Existing frontage (s) and area	<u>106.4</u>	<u>543,663</u>
6. Frontage (s) and area proposed	<u>106.4</u>	<u>543,663</u>

	FEET	STORIES
7. Existing Height	<u>N/A</u>	<u>N/A</u>
8. Height proposed	<u>32</u>	<u>2</u>

c. Other town, state or federal permits or licenses required, if any:

Order of Conditions (Conservation Commission); Title 5 approval of septic system (Board of Health)

NECESSARY ACCOMPANYING DATA:

It is required that every application be accompanied by appropriate supporting data. Failure to submit appropriate and complete data could result in delay and/or denial of application for zoning relief. Place a check next to the applicable accompanying supporting data:

Variance of Special Permit Applications:

(See Zoning Board of Appeals Rules and Procedures Section III)

All required supporting data attached Yes No

Site Plan Review Applications:

(See Town of Topsfield Zoning Bylaw, Article IX, Section 9.05. See also Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw)

All required supporting data attached Yes No

Comprehensive Permit Applications:

(See G.L.c. 40B, Sections 20-23)

All required supporting data attached Yes No

Appeals from decisions of Building Inspector or Others:

(See Zoning Board of Appeals Rules and Procedures, Section III (1) (e))

All required supporting data attached Yes No

If all required supporting data is not attached, why not:

September 20, 2022

Date

Jesse D. Schomer, Esq.

Signature of Applicant

**TOWN OF TOPSFIELD, MA
ZONING BOARD OF APPEALS**

Application Supplement Form B

Attach to this form a copy of the Assessor's map (scale 1" equals 200') showing the property and all other properties and roadways within 300 feet of any portion of the property. Also, show the lot number and lot owner's name on each lot within the 300'.

List below the lot owner names and mailing addresses as shown in the Assessors' records, beginning with the property of the Applicant (locus).

Applicant's Name, Mailing Address: Emerson Homes, LP

c/o Jesse D. Schomer, Esq., Regnante Sterio LLP, 401 Edgewater Pl., Ste. 630, Wakefield, MA 01880

Telephone No. (781) 246-2525

Locus: 10 High Street (Map 33, Lot 36A)

Map	Block	Location	Owner	<i>(If different from location)</i> Mailing Address
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SEE ATTACHED LIST

If needed, attach additional sheets. _____

Assessor's Certification

To the Topsfield Zoning Board of Appeals:

This is to certify that, at the time of the last assessment for taxation made by the Town of Topsfield, the names and mailing addresses of the parties assessed as owners of land within 300' of the parcel of land shown in the attached sketch were as listed.

Authorized Signature
Assessors' Office _____

Date of Verification _____



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 **Friday, July 22, 2022** Issue Date **Tuesday, July 26, 2022**

Department requiring list: **Zoning Board of Appeals**

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

Person/Party requesting list: **Regnante Sterio LLP**

Address: **401 Edgewater Place, Suite 630, Wakefield, MA**

Phone #: **781-246-2525** Email Address **jschomer@regnante.com** Misc: _____


Property Owner: **Congregational Church**

Assessor's Map(s) **33** Lot(s) **36-A** Location **10 High Street**

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.

Alyssa Premo

From: jcuomo=topsfield-ma.gov@mg.unibank.net on behalf of jcuomo@topsfield-ma.gov
Sent: Friday, July 22, 2022 3:35 PM
To: mcomfort@regnante.com
Subject: Abutters List - Your payment has been confirmed!

Your Confirmation number is 2022072276233

Date of Confirmation: 7/22/2022

NOTE: When paying by ACH (Checking) it will take two business days for the payment to be debited from your bank account. Your account number is not verified until this payment is presented to your bank. They have the right to return this payment if unable to process this transaction against your account.

Your request for payment(s) of \$45.00 has been received and is subject to approval by your financial institution.

Account Information

Name: David Gallagher
Address: Regnante Sterio LLP
401 Edgewater Place, Suite 630
City: Wakefield
State: MA
Zip: 01880
Email: mcomfort@regnante.com

Payment Information

Payment Type: Credit Card
Payer Name: David Gallagher
Card Number: *****6711

Transaction Information

Town of Topsfield - Assessor's Department	Quantity: 1
Abutters List	Amount: \$20.00
Date: 07/22/2022	Fee: \$2.50
Department Requiring List: ZONING BOARD OF APPEALS	Payment Type: Credit Card

Distance Required: 300 Ft
Location: 10 High Street
Property Owner's Name: Congregational Church
Name: Jesse D. Schomer, Esq., Regnante Sterio LLP
Street Address: 401 Edgewater Place, Suite 630
City/Town: Wakefield
State: MA
Zip Code: 01880
Contact Phone Number: 781-246-2525
Email Address: jschomer@regnante.com

Town of Topsfield - Assessor's Department
Abutters List
Date: 07/22/2022
Department Requiring List: CONSERVATION COMMISSION
Distance Required: 100 Ft (Conservation Only)
Location: 10 High Street
Property Owner's Name: Congregational Church
Name: Jesse D. Schomer, Esq., Regnante Sterio LLP
Street Address: 401 Edgewater Place, Suite 630
City/Town: Wakefield
State: MA
Zip Code: 01880
Contact Phone Number: 781-246-2525
Email Address: jschomer@regnante.com

Quantity: 1
Amount: \$20.00
Fee: \$2.50
Payment Type: Credit Card

Total: \$45.00



300 foot Abutters List Report

Topsfield, MA
July 26, 2022



Subject Property:

Parcel Number: 33-36-A
CAMA Number: 33-36-A
Property Address: 10 HIGH ST

Mailing Address: CONGREGATIONAL CHURCH
9 EAST COMMON ST
TOPSFIELD, MA 01983

Abutters:

Parcel Number: 32-119
CAMA Number: 32-119
Property Address: 80 MAIN ST

Mailing Address: TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 32-121
CAMA Number: 32-121
Property Address: 8 WEST COMMON ST

Mailing Address: TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 33-1
CAMA Number: 33-1
Property Address: 60 MAIN ST

Mailing Address: TOWN OF TOPSFIELD
60 MAIN ST
TOPSFIELD, MA 01983

Parcel Number: 33-2
CAMA Number: 33-2
Property Address: 83 MAIN ST

Mailing Address: TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 33-22
CAMA Number: 33-22
Property Address: 55 HOWLETT ST

Mailing Address: LOVE, JAMES M
55 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-23
CAMA Number: 33-23
Property Address: 49 HOWLETT ST

Mailing Address: STONE A HOWARD
49 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-26
CAMA Number: 33-26
Property Address: 31 HOWLETT ST

Mailing Address: FISH GARY H
31 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-27
CAMA Number: 33-27
Property Address: 29 HOWLETT ST

Mailing Address: TITEL KENNETH H
29 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-28
CAMA Number: 33-28
Property Address: 27 HOWLETT ST

Mailing Address: DINARDO PETER A
27 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-29
CAMA Number: 33-29
Property Address: 25 HOWLETT ST

Mailing Address: KEOHANE JEREMY P
25 HOWLETT ST
TOPSFIELD, MA 01983



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300 foot Abutters List Report

Topsfield, MA

July 26, 2022

Parcel Number: 33-30
CAMA Number: 33-30
Property Address: 7 HOWLETT ST

Mailing Address: ARRIAZA JAIME LOPEZ
7B HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-31
CAMA Number: 33-31
Property Address: 7 HOWLETT ST

Mailing Address: GOTTS BRETT A
7A HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-34
CAMA Number: 33-34
Property Address: 5 HOWLETT ST

Mailing Address: NICHOL JASON W
5 HOWLETT ST
TOPSFIELD, MA 01983

Parcel Number: 33-35
CAMA Number: 33-35
Property Address: 1 HOWLETT ST

Mailing Address: TOPSFIELD HISTORICAL SOCIETY
PO BOX 323
TOPSFIELD, MA 01983

Parcel Number: 33-36
CAMA Number: 33-36
Property Address: 5 EAST COMMON ST

Mailing Address: CONGREGATIONAL CHURCH
9 EAST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 33-37
CAMA Number: 33-37
Property Address: 65 MAIN ST

Mailing Address: TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 33-38
CAMA Number: 33-38
Property Address: 1 SOUTH COMMON ST

Mailing Address: TOWN OF TOPSFIELD
1 SOUTH COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 33-39
CAMA Number: 33-39
Property Address: 14 HIGH ST

Mailing Address: MCDONALD RYAN
14 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 33-40
CAMA Number: 33-40
Property Address: 22 HIGH ST

Mailing Address: FITZGERALD BRIAN R
22 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 33-43
CAMA Number: 33-43
Property Address: 6 DEER RUN

Mailing Address: YOUNG LISA
6 DEER RUN
TOPSFIELD, MA 01983

Parcel Number: 33-44
CAMA Number: 33-44
Property Address: 8 DEER RUN

Mailing Address: SAPIENZA ROBERT P
8 DEER RUN
TOPSFIELD, MA 01983

Parcel Number: 33-45
CAMA Number: 33-45
Property Address: 10 DEER RUN

Mailing Address: ROBERTO JOHN
10 DEER RUN
TOPSFIELD, MA 01983



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300 foot Abutters List Report

Topsfield, MA
July 26, 2022

Parcel Number: 33-46 CAMA Number: 33-46 Property Address: 12 DEER RUN	Mailing Address: THOMPSON RICHARD E TR PO BOX 291 TOPSFIELD, MA 01983
Parcel Number: 33-47 CAMA Number: 33-47 Property Address: 11 DEER RUN	Mailing Address: THOMPSON RICHARD E TR PO BOX 291 TOPSFIELD, MA 01983
Parcel Number: 33-48 CAMA Number: 33-48 Property Address: 9 DEER RUN	Mailing Address: DOOLEY JOSEPH J III 9 DEER RUN TOPSFIELD, MA 01983
Parcel Number: 33-49 CAMA Number: 33-49 Property Address: 7 DEER RUN	Mailing Address: WALLACE JOYCE J TR 7 DEER RUN TOPSFIELD, MA 01983
Parcel Number: 33-50 CAMA Number: 33-50 Property Address: 5 DEER RUN	Mailing Address: KELLY MICHAEL J 5 DEER RUN TOPSFIELD, MA 01983
Parcel Number: 33-53 CAMA Number: 33-53 Property Address: 20 TOWNE LN	Mailing Address: HINCKLEY PETER R 20 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-54 CAMA Number: 33-54 Property Address: 22 TOWNE LN	Mailing Address: ROBBLEE STEPHEN 22 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-55 CAMA Number: 33-55 Property Address: 24 TOWNE LN	Mailing Address: REGAN GEOFFREY M 24 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-56 CAMA Number: 33-56 Property Address: 26 TOWNE LN	Mailing Address: HOLT SCOTT W TR 26 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-57 CAMA Number: 33-57 Property Address: 28 TOWNE LN	Mailing Address: TOWNES KATHLEEN 28 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-58 CAMA Number: 33-58 Property Address: 30 TOWNE LN	Mailing Address: BANUSIEWICZ BRIAN 30 TOWNE LN TOPSFIELD, MA 01983
Parcel Number: 33-59 CAMA Number: 33-59 Property Address: 32 TOWNE LN	Mailing Address: KMETZ ROBERT A TR 32 TOWNE LN TOPSFIELD, MA 01983



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7/26/2022

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300 foot Abutters List Report

Topsfield, MA
July 26, 2022

Parcel Number: 33-60
CAMA Number: 33-60
Property Address: 34 TOWNE LN

Mailing Address: HUTT JENNIFER A
34 TOWNE LN
TOPSFIELD, MA 01983

Parcel Number: 33-61
CAMA Number: 33-61
Property Address: 21 TOWNE LN

Mailing Address: THOMPSON RICHARD E TR
PO BOX 291
TOPSFIELD, MA 01983

Parcel Number: 41-25
CAMA Number: 41-25
Property Address: 59 MAIN ST

Mailing Address: 59 MAIN STREET TOPSFIELD LLC
89 TURNPIKE RD
IPSWICH, MA 01938

Parcel Number: 41-60
CAMA Number: 41-60-A
Property Address: 27 HIGH ST

Mailing Address: TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

Parcel Number: 41-61
CAMA Number: 41-61
Property Address: 23 HIGH ST

Mailing Address: CROCKER DEBORAH A
23 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-62
CAMA Number: 41-62
Property Address: 21 HIGH ST

Mailing Address: POWERS SARAH
21 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-63
CAMA Number: 41-63
Property Address: 17 HIGH ST

Mailing Address: MAHONEY MICHAEL E
17 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-64
CAMA Number: 41-64
Property Address: 26 HIGH ST

Mailing Address: MSCISZ CHESTER & CAROL M TRS
26 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-65
CAMA Number: 41-65
Property Address: 28 HIGH ST

Mailing Address: MSCISZ MARK
28 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-66
CAMA Number: 41-66
Property Address: 32 HIGH ST

Mailing Address: REECE ROBERT V TR
32 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 41-67
CAMA Number: 41-67
Property Address: 4 TOWNE LN

Mailing Address: EPPS EDWARD A
4 TOWNE LN
TOPSFIELD, MA 01983

Parcel Number: 41-68
CAMA Number: 41-68
Property Address: 6 TOWNE LN

Mailing Address: YOUNG MARK T
6 TOWNE LN
TOPSFIELD, MA 01983



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TOWN OF TOPSFIELD

CERTIFIED COPY

ASSESSOR'S OFFICE

10 High Street

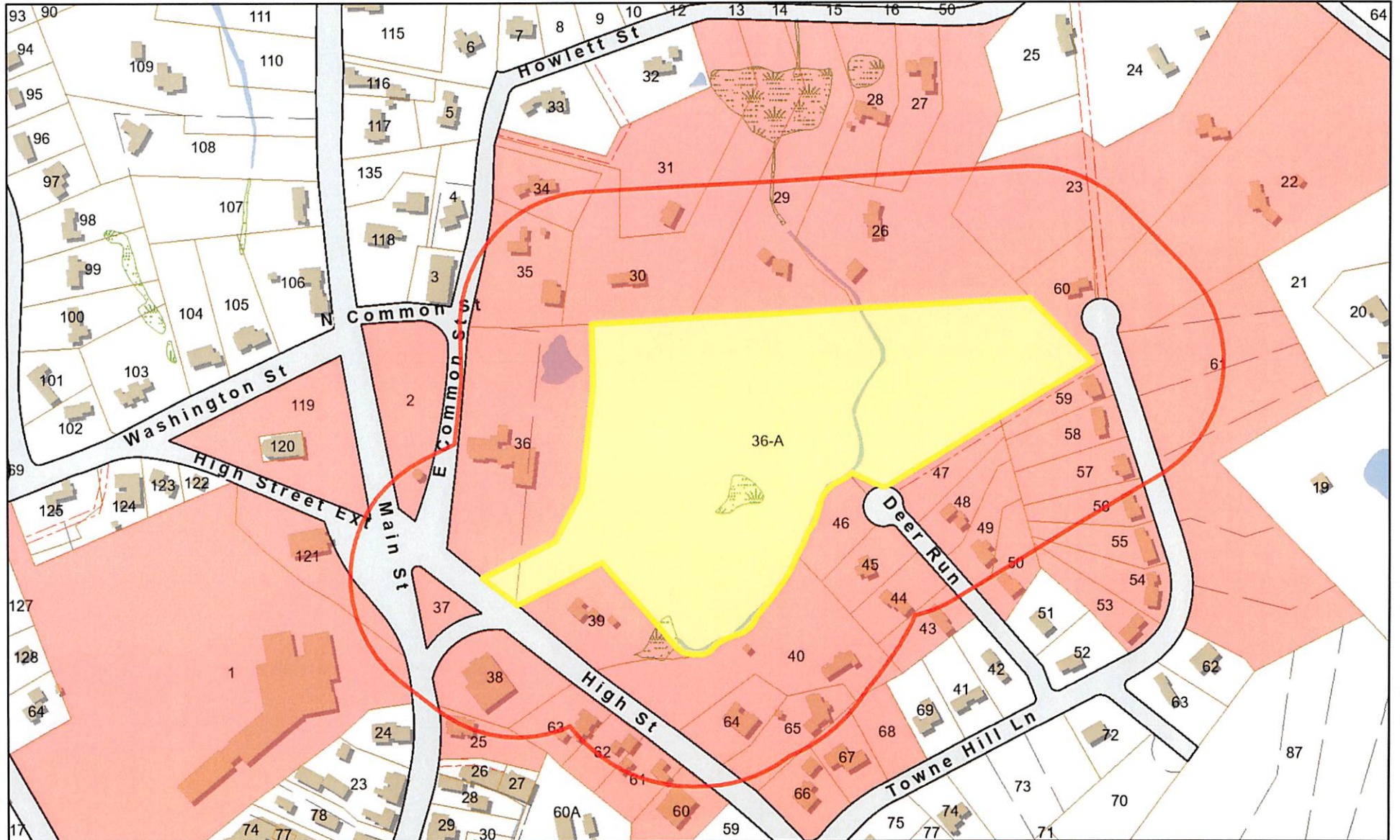
Topsfield, MA

1 inch = 315 Feet



July 26, 2022

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59 MAIN STREET TOPSFIELD
89 TURNPIKE RD
IPSWICH, MA 01938

GOTTS BRETT A
7A HOWLETT ST
TOPSFIELD, MA 01983

MSCISZ CHESTER & CAROL M
26 HIGH ST
TOPSFIELD, MA 01983

ARRIAZA JAIME LOPEZ
7B HOWLETT ST
TOPSFIELD, MA 01983

HINCKLEY PETER R
20 TOWNE LN
TOPSFIELD, MA 01983

MSCISZ MARK
28 HIGH ST
TOPSFIELD, MA 01983

BANUSIEWICZ BRIAN
30 TOWNE LN
TOPSFIELD, MA 01983

HOLT SCOTT W TR
26 TOWNE LN
TOPSFIELD, MA 01983

NICHOL JASON W
5 HOWLETT ST
TOPSFIELD, MA 01983

CONGREGATIONAL CHURCH
9 EAST COMMON ST
TOPSFIELD, MA 01983

HUTT JENNIFER A
34 TOWNE LN
TOPSFIELD, MA 01983

POWERS SARAH
21 HIGH ST
TOPSFIELD, MA 01983

CROCKER DEBORAH A
23 HIGH ST
TOPSFIELD, MA 01983

KELLY MICHAEL J
5 DEER RUN
TOPSFIELD, MA 01983

REECE ROBERT V TR
32 HIGH ST
TOPSFIELD, MA 01983

DINARDO PETER A
27 HOWLETT ST
TOPSFIELD, MA 01983

KEOHANE JEREMY P
25 HOWLETT ST
TOPSFIELD, MA 01983

REGAN GEOFFREY M
24 TOWNE LN
TOPSFIELD, MA 01983

DOOLEY JOSEPH J III
9 DEER RUN
TOPSFIELD, MA 01983

KMETZ ROBERT A TR
32 TOWNE LN
TOPSFIELD, MA 01983

ROBBLEE STEPHEN
22 TOWNE LN
TOPSFIELD, MA 01983

EPPS EDWARD A
4 TOWNE LN
TOPSFIELD, MA 01983

LOVE, JAMES M
55 HOWLETT ST
TOPSFIELD, MA 01983

ROBERTO JOHN
10 DEER RUN
TOPSFIELD, MA 01983

FISH GARY H
31 HOWLETT ST
TOPSFIELD, MA 01983

MAHONEY MICHAEL E
17 HIGH ST
TOPSFIELD, MA 01983

SAPIENZA ROBERT P
8 DEER RUN
TOPSFIELD, MA 01983

FITZGERALD BRIAN R
22 HIGH ST
TOPSFIELD, MA 01983

MCDONALD RYAN
14 HIGH ST
TOPSFIELD, MA 01983

STONE A HOWARD
49 HOWLETT ST
TOPSFIELD, MA 01983

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TOPSFIELD, MA 01983

ARRIAZA JAIME LOPEZ
7B HOWLETT ST
TOPSFIELD, MA 01983

TOPSFIELD HISTORICAL SOCI
PO BOX 323
TOPSFIELD, MA 01983

BANUSIEWICZ BRIAN
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TOWN OF TOPSFIELD
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TOPSFIELD, MA 01983

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WALLACE JOYCE J TR
7 DEER RUN
TOPSFIELD, MA 01983

EPPS EDWARD A
4 TOWNE LN
TOPSFIELD, MA 01983

YOUNG LISA
6 DEER RUN
TOPSFIELD, MA 01983

FISH GARY H
31 HOWLETT ST
TOPSFIELD, MA 01983

YOUNG MARK T
6 TOWNE LN
TOPSFIELD, MA 01983

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TOPSFIELD, MA 01983

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28 HIGH ST
TOPSFIELD, MA 01983

TITEL KENNETH H
29 HOWLETT ST
TOPSFIELD, MA 01983

HOLT SCOTT W TR
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TOPSFIELD, MA 01983

NICHOL JASON W
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TOPSFIELD, MA 01983

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TOPSFIELD, MA 01983

TOWN OF TOPSFIELD
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TOPSFIELD, MA 01983

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5 DEER RUN
TOPSFIELD, MA 01983

REECE ROBERT V TR
32 HIGH ST
TOPSFIELD, MA 01983

TOWN OF TOPSFIELD
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TOPSFIELD, MA 01983

KEOHANE JEREMY P
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TOPSFIELD, MA 01983

REGAN GEOFFREY M
24 TOWNE LN
TOPSFIELD, MA 01983

TOWN OF TOPSFIELD
8 WEST COMMON ST
TOPSFIELD, MA 01983

KMETZ ROBERT A TR
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TOPSFIELD, MA 01983

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TOPSFIELD, MA 01983

TOWNES KATHLEEN
28 TOWNE LN
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6 DEER RUN
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MCDONALD RYAN
14 HIGH ST
TOPSFIELD, MA 01983

STONE A HOWARD
49 HOWLETT ST
TOPSFIELD, MA 01983

YOUNG MARK T
6 TOWNE LN
TOPSFIELD, MA 01983

**TOWN OF TOPSFIELD, MA
ZONING BOARD OF APPEALS**

**Application Supplement Form C
Site Plan Review Submittal Requirements & Formats**

Submittal Distribution Requirements and Formats:

1. An applicant shall file with the Town Clerk copies of all required documents in the quantities and forms as outlined below. The Clerk's copy of the required documents shall be kept on file by the Town Clerk for the duration of the permitting process and the remaining copies shall be distributed immediately by the Town Clerk to the following:

	Plan
Town Clerk	1
Granting Authority *	7
Granting Authority electronic	1
Reviewing Engineer	1
Conservation Commission	1
Public Works Department (Water & Highway)	1
Board of Health**	1
Historical Commission**	1
Building Inspector**	1
Fire Department**	1
Police Department**	1
Tree Warden**	1
Planning Board or Board of Appeals if not the Granting Authority **	1

- * Two full size and five reduced size (11" x 17")
- ** Reduced size plans (11" x 17") are acceptable

Additional copies of any and all documents shall be furnished if requested by the Granting Authority or any other Board, Commission or Department.

2. An electronic copy of all documents shall be submitted to the Granting Authority,formatted in a single paginated PDF file with descriptive bookmarks for each plan set and for each document on either a CD or DVD disc.
3. An electronic copy of the final plans with same format as in section "4.11.2." above, and a full size hard copy of said plans showing the Signatures of the Granting Authority and date of approval shall be submitted to the Granting Authority.

SUMMARY:

* Granting Authority: **(2) Full Scale, (5) Reduced Size 11 x 17**
 Town Clerk, Review Engineer, Conservation, Public Works: **Full Scale**
 All Others: **Reduced Size 11 x 17**

Total: (6) Full Scale; (12) Reduced Size 11 x 17; (1) electronic copy