

Planning Board

Application for Special Permit & Site Plan Review

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, scenic road Bylaw, Stormwater & Erosion Control Bylaw and the respective Planning Board Rules and Procedures that are available from the Town Clerk and Community development Coordinator as well as the Town website at www.topsfield-ma.gov.

Incomplete applications will not be considered unless waivers are previously obtained from the Planning Board.

SPECIAL PERMIT FEES:

Business Park Use Permits	\$200.00	
Elderly Housing Special Permits	\$1000.00	(New construction EHD see Site Plan Review fees listed below)
Common Drive	\$100.00	
Accessory Apartment	\$100.00	
Groundwater Protection District		
Wind Energy Conversion System – Small Scale	\$200.00	
Ground Mounted Solar Photovoltaic Installations	\$200.00	
Scenic Road		
Stonewall Removal	\$75.00	
Tree Removal	\$75.00	
Stormwater & Erosion Control	\$100.00 plus 4.0030 times the total square footage of the area to be altered by the project; see exemptions under regulations	

SITE PLAN REVIEW:

1). Coverage Fee

\$100/5,000 sq. ft. or any portion thereof of new/alterd lot disturbance (the total square footage of all new/alterd building footprints, plus all paved surfaces, septic installations and stormwater management systems).

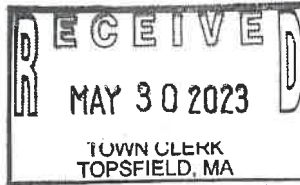
_____ sq. ft. ÷ 5,000 sq. ft. x \$100 = _____ area of new/alterd coverage

2). Gross Floor Area Fee

\$200/5,000 square feet or any portion thereof of new/alterd Gross Floor Area (gross floor area – the total square footage of all new floor area on all levels of all new or existing buildings).

_____ sq. ft. ÷ 5,000 sq. ft. x \$200 = _____ area of new/alterd gross floor area

Coverage Fee	\$ _____
Gross Floor Area Fee	\$ _____
Total Site Plan Review Fee	\$ _____



Issue Date: January 12, 2012

NATURE OF APPLICATION:

- ☒ Petition for Special Permit pursuant to Article XI, Section 6.3 s 1+2 of the Zoning Bylaw.
- ☐ Petition for Finding pursuant to Article _____, Section _____ of the 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 Scenic Road Permit pursuant to Chapter LV.
- ☐ Petition for a Stormwater & Erosion Control Permit pursuant Chapter LI.

DESCRIPTION OF APPLICANT:

- a. Name Kevin Harutunian
- b. Address 8 West Common St. Topsfield MA
- c. Phone Number 978-887-1500
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) _____
(Attach copy of lease and/or letter of authorization from owner, if applicable)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 18, Lot(s) 60, Zoning District 1RA
- b. Location of Premises (number and street) 17 North Street
- c. Name and address of legal owner (if different from Applicant) Town of Topsfield
8 West Common St
- d. Deed to the Premises recorded at (if known):

Essex South District Registry of Deeds, Book _____ Page _____

Essex South Registry District of the Land Court, Certificate Number _____
- e. Prior zoning decisions affecting the Premises (if any):
Date of Decision _____ Name of Applicant _____
Nature of Decision _____
- f. Present use of the Premises Recreation: Playing fields
- g. Present structures conform to current Zoning Bylaw. ☒ Yes ☐ No. If no, in what respect does it not conform. _____

PROPOSAL (attach additional sheets if necessary):

- a. General Description:
See attached.
May update proposed products prior to meeting.

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

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	_____	_____	_____
2. Existing setbacks	_____	_____	_____
3. Setbacks proposed	_____	_____	_____

	FRONTAGE	AREA
4. Frontage and area required by bylaw	_____	_____
5. Existing frontage (s) and area	_____	_____
6. Frontage (s) and area proposed	_____	_____

	FEET	STORIES
7. Existing Height	_____	_____
8. Height proposed	_____	_____

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

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 Planning Board 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 Planning Board Rules and Procedures, Section III (1) (e))

All required supporting data attached ☐ Yes ☐ No

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

5-26-2023
Date


Signature of Applicant

SPECIAL PERMIT APPLICATION PROPOSAL

KLOCK PARK

17 North Street

Map 18, Lot 60

Zoning District IRA

Groundwater Protection District Zone 2

General Description

The Town of Topsfield, in collaboration with Topsfield Youth Soccer, is pursuing the rehabilitation of the fields at Klock Park, which have deteriorated to the point where they are considered to be unsafe for game play due to lack of grass and widespread areas of hard compact dirt. In order to promote the repopulation of grass species, the Town is seeking a special permit to treat the field with applications of fertilizer, herbicide and pesticides. The exact schedule for applications is yet to be determined and will be established after soil testing. The Town is presenting two courses of option for consideration: 1. organic treatments, and 2. Synthetic treatments that are widely considered “safe” in Zone 2 groundwater protection areas.

Option 1: Organic Products for consideration

Fertilizers:

- **PJC Prohealthy Products:**
 - Blends: 6-0-1, 6-0-6, 7-0-2+, 8-0-1, 8-0-6, 9-0-0
 - PJC ProHealthy Turf Fertilizers are manufactured by PJC Organic and have been in use since 1994. PJC Organic uses all natural premium ingredients as a food source for soil biology (no urea, municipal waste or manure). We have OMRI listed blends available and our all natural fertilizers comply with the USDA National Organic Program (NOP) standards, are approved for use by Bay State organic certifiers and are on the USDA Bio-Preferred Product list.
 - Water Insoluble Organic Nitrogen (WIN) from plant and animal proteins.
 - Zero phosphorous formulations.
 - Slow release, providing consistent growth without burning.
 - Easy to apply with a broadcast spreader.
 - Provides essential amino acids.
 - Application rate: 10lb per 1,000 square feet. A 50lb bag covers 5,000sf. Apply every 7-10 weeks during the growing season based on use and expectations (3-4 applications for cool season grasses in the NE).

Pesticides:

- Select minimum risk (25b) products to help control grubs, ticks and mosquitos. Minimum risk pesticides are a special class of pesticides that are not subject to federal registration

requirements because their ingredients, both active and inert, are demonstrably safe for the intended use. The U.S. Environmental Protection Agency (EPA) does not review or register pesticides that satisfy the 25(b) criteria, though registration is required by most states.

- Cedar Cure - Used to control white grubs, mosquitoes, ticks, ants, armyworms, billbugs, chinch bugs, cutworms, sod webworms and other landscape pests. CedarCure stifles the ability of the insects' receptors to detect food, mate and reproduce. Insects then become overwhelmed and relocate. Insect displacement interrupts the "egg laying cycle" eliminating new generations. The main focus of CedarCure is for larval stage insect in the soil like white grubs. Exposure to the cedarwood oil formulation immediately triggers the erosion of the exoskeleton of insect eggs and larvae, which results in their dehydration, subsequently rendering their pre-life status DBH (dead before hatch). Minimum risk pesticide 25b exempt
- Essential 1-PHE - Essential 1-PHE (Plant Health Enhancement) contains a broad range of botanical extracts and essential oils to reduce pest pressure. It is a concentrated foliar application to enhance plant defenses and kill/repel pests. Minimum risk pesticide 25b exempt

Soil Amendments:

- PJC ProHealthy Turf, BOOST+S3
 - Made from plant proteins, minerals and humates.
 - BOOST+S3 supplies essential Calcium (Ca), Sulfur (S), and Iron (Fe). Iron is fundamental to chlorophyll production, photosynthesis and thus improves turf vibrancy and resilience without excessive foliar growth. The added humates improve nutrient retention and soil composition. Plant proteins provide a stable food source for soil biology.
- PJC Prohealthy Turf, CHARGE – S3
 - Made from biochar, molasses, kelp, animal and plant proteins.
 - CHARGE-S3 increases nitrogen fixation, nutrient retention and cycle; while making Ca, Mg, K, P and other micronutrients more bioavailable. It aids in water retention and absorption of inhibitory compounds. All the while adding a carbohydrate source to help soil bacteria proliferate!
- Lime - 87% Calcium Carbonate 2% Humic Chelating Agent
- Gypsum - Minimum 70% Calcium Sulfate
- Sulfur MAXX
 - Homogenous prill that supplies Elemental Sulfur and Sulfate, Calcium, and Carbon to the soil.
 - Remediate sodium in soils with high salt levels and contains 2% activated Humic Acid to increase soil CEC and improve nutrient performance.
- Humates (OMRI Listed)
 - DIAMOND GROW HUMI[K] LIQUID
 - An organic liquid humic concentrate, derived from the finest, richest, and purest source of humic acid in North America and arguably the World. This humic acid source is a weathered type of oxidized sub-bituminous coal rich in humic substances. The Humic source is similar to the commonly found Leonardite

(lignite coal), BUT contains a higher concentration of Humic substances and significantly lower levels of ash and heavy metals, such as lead, arsenic, and mercury. Diamond Grow Humic[K] helps improve soil structure (whether sand or clay based), stimulate the activity of soil biology, make nutrients more available and aid in the formation of more stable humus.

- OTHER HUMATE PRODUCTS: Diamond Grow Humi[K] water soluble powder (WSP) and water soluble granule (WGS).

Option 2: Synthetic Products for consideration

Fertilizers:

- Clarus Pro Screamin' Green 16-2-3
<https://www.siteone.com/pdf/sdsPDF?skuld=425540&resourcelid=22396>
- LebanonTurf Country Club <https://www.lebanonturf.com/labels/2229161.pdf>
- Oldcastle Calclitic Limestone Pro-Select Prill
https://cdn.shopify.com/s/files/1/0559/1256/2893/files/Pro_Pellet_HiCalLime_Analysis.pdf?v=1669125639

Pesticide:

- Chlorantraniliprole, trade name Acelepryn. Used for many insects and all grubs. Very safe and effective with a low use rate with 1 application for season long control. Applied at 8-12 ounces/A.
https://www.syngentaturf.com.au/sites/g/files/zhg651/f/media/2023/02/22/acelepryn_label_-_63085_-_136496.pdf?token=1677107786

Herbicides:

- Dithiopyr, Trade name Dimension 40Wp, used for all summer grassy annuals at .625 lb/A (2 pouches). This product comes in various formulations, with the 40WP being the most cost effective <https://www.domyown.com/msds/Dimension%2040WP%20Label.pdf>
- Broadleaf herbicide with 2,4-D, 2-ethylhexyl ester, Dicamba, Mecoprop-P such as Agrisel 3-Way Max Turf and Ornamental
https://www.domyown.com/msds/3_Way_Max_Turf_and_Ornamental_Broadleaf_Herbicide_Label_2020.pdf

**TOWN OF TOPSFIELD, MA
PLANNING BOARD**

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: _____

Telephone No.

Locus:

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 Planning Board:

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 **Thursday, May 25, 2023** Issue Date **Thursday, May 25, 2023**

Department requiring list: **Planning Board**

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

Person/Party requesting list: **Sarah Guido**

Address: **31 S Main St Topsfield, MA**

Phone #: **617-529-4773** Email Address **slodey@gmail.com** Misc: _____

Property Owner: **Town of Topsfield**

Assessor's Map(s) **18** Lot(s) **60** Location **17 North Street**

Assessor's Fee Paid: **N/A** 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



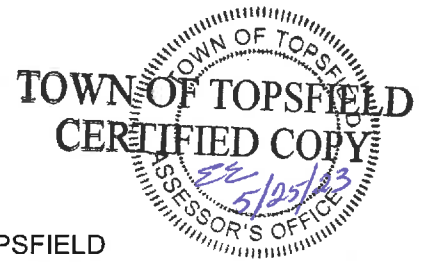
Certification of Parties in Interest

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 feet Abutters List Report

Topsfield, MA
May 25, 2023



Subject Property:

Parcel Number: 18-60
CAMA Number: 18-60
Property Address: 17 NORTH ST

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

Abutters:

Parcel Number: 18-36
CAMA Number: 18-36
Property Address: 8 NORTH ST

Mailing Address: FEDERAL NATIONAL MORTGAGE ASSO
14221 DALLAS PARKWAY STE 1000
DALLAS, TX 75254

Parcel Number: 18-37
CAMA Number: 18-37
Property Address: 10 NORTH ST

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

Parcel Number: 18-50
CAMA Number: 18-50
Property Address: 2 ROBERT RD

Mailing Address: CASCIO JOHN & MARY TRS
2 ROBERT RD
TOPSFIELD, MA 01983

Parcel Number: 18-57
CAMA Number: 18-57
Property Address: 7 BOARDMAN LN

Mailing Address: MANLEY AMY B TR
7 BOARDMAN LN
TOPSFIELD, MA 01983

Parcel Number: 18-58
CAMA Number: 18-58
Property Address: 3 BOARDMAN LN

Mailing Address: LUNN JOAN M TR
3 BOARDMAN LN
TOPSFIELD, MA 01983

Parcel Number: 18-59
CAMA Number: 18-59
Property Address: 20 NORTH ST

Mailing Address: OBRIEN ASHLEY
20 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 18-61
CAMA Number: 18-61
Property Address: 15 NORTH ST (USES 17)

Mailing Address: RADOCHIA MICHAEL TR
17 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 18-64
CAMA Number: 18-64
Property Address: 10 BOARDMAN LN

Mailing Address: MASSARO MICHAEL P
10 BOARDMAN LN
TOPSFIELD, MA 01983

Parcel Number: 19-1
CAMA Number: 19-1
Property Address: 376 BOSTON ST

Mailing Address: EBSCO INDUSTRIES INC
5724 HIGHWAY 280 EAST
BIRMINGHAM, AL 35242

Parcel Number: 19-10
CAMA Number: 19-10
Property Address: 35 NORTH ST

Mailing Address: GERRISH JEANNE P
35 NORTH ST
TOPSFIELD, MA 01983



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5/25/2023

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300 feet Abutters List Report

Topsfield, MA
May 25, 2023

TOWN OF TOPSFIELD
CERTIFIED COPY



Parcel Number: 19-11
CAMA Number: 19-11
Property Address: 31 NORTH ST

Mailing Address: O'DONNELL MICHAEL R
31 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-12
CAMA Number: 19-12
Property Address: 29 NORTH ST

Mailing Address: HOPKINS RICHARD R
29 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-13
CAMA Number: 19-13
Property Address: 27 NORTH ST

Mailing Address: OLCOTT JOHN Z
27 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-14
CAMA Number: 19-14
Property Address: 23 NORTH ST

Mailing Address: SOFFRON JUDITH HAMSON
23 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-15
CAMA Number: 19-15
Property Address: 19 NORTH ST

Mailing Address: CANOVA ROBERT M
19 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-16
CAMA Number: 19-16
Property Address: 26 NORTH ST

Mailing Address: GINLEY PATRICK E
26 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-2
CAMA Number: 19-2
Property Address: 382 BOSTON ST

Mailing Address: SURREY VILLAGE DEVELOPMENT COR
447 BOSTON ST STE 4
TOPSFIELD, MA 01983

Parcel Number: 19-28
CAMA Number: 19-28
Property Address: 3 KENT RD

Mailing Address: WESTFIELD JOHN J TR
3 KENT RD
TOPSFIELD, MA 01983

Parcel Number: 19-29
CAMA Number: 19-29
Property Address: 1 KENT RD

Mailing Address: MURLEY MALINDA K
1 KENT RD
TOPSFIELD, MA 01983

Parcel Number: 19-3
CAMA Number: 19-3
Property Address: 386 BOSTON ST

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

Parcel Number: 19-30
CAMA Number: 19-30
Property Address: 38 NORTH ST

Mailing Address: MAIER ELIZABETH W
38 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-31
CAMA Number: 19-31
Property Address: 40 NORTH ST

Mailing Address: RICE JAIME HARRISON
40 NORTH ST
TOPSFIELD, MA 01983



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5/25/2023

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300 feet Abutters List Report

Topsfield, MA
May 25, 2023

TOWN OF TOPSFIELD
CERTIFIED COPY

Parcel Number: 19-32
CAMA Number: 19-32
Property Address: 44 NORTH ST

Mailing Address: LAFERRIERE RICHARD W
44 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-33
CAMA Number: 19-33
Property Address: 48 NORTH ST

Mailing Address: SCAHILL SANDRA H TR
48 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-34
CAMA Number: 19-34
Property Address: 50 NORTH ST

Mailing Address: WILLIAMS BRIAN
50 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-6
CAMA Number: 19-6
Property Address: 49 NORTH ST

Mailing Address: GUILFOY GERALD J
49 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-7
CAMA Number: 19-7
Property Address: 47 NORTH ST

Mailing Address: BHUJU UMESH
47 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-8
CAMA Number: 19-8
Property Address: 43 NORTH ST

Mailing Address: BURTON GARY P
43 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 19-9
CAMA Number: 19-9
Property Address: 37 NORTH ST

Mailing Address: MOY FORREST S
37 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 25-40
CAMA Number: 25-40
Property Address: 78 IPSWICH RD

Mailing Address: DIMELLA FRANCIS TR
78 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 25-41
CAMA Number: 25-41
Property Address: 2 NORTH ST

Mailing Address: LUND PHILIP
2 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 25-42
CAMA Number: 25-42
Property Address: 1 NORTH ST

Mailing Address: CABRAL ROBERT D
1 NORTH ST
TOPSFIELD, MA 01983

Parcel Number: 25-43
CAMA Number: 25-43
Property Address: 86 IPSWICH RD

Mailing Address: GORDON CHAD J
86 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 25-50
CAMA Number: 25-50
Property Address: 1 IPSWICH RD

Mailing Address: GREAT HILL CO-OP HOMEOWNERS IN
ONE GREAT HILL DR
TOPSFIELD, MA 01983



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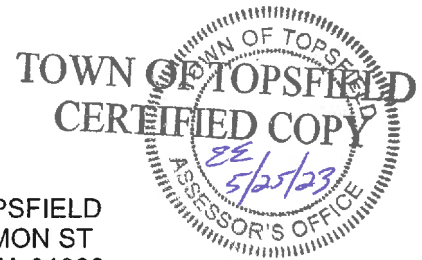
5/25/2023

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300 feet Abutters List Report

Topsfield, MA
May 25, 2023



Parcel Number: 26-1
CAMA Number: 26-1
Property Address: 362 BOSTON ST

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

Parcel Number: 26-10
CAMA Number: 26-10
Property Address: 114 IPSWICH RD

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

Parcel Number: 26-11
CAMA Number: 26-11
Property Address: 368 BOSTON ST

Mailing Address: LEBALIAN REALTY LLC
368 BOSTON ST
TOPSFIELD, MA 01983

Parcel Number: 26-12
CAMA Number: 26-12
Property Address: 374 BOSTON ST

Mailing Address: 374 BOSTON REALTY LLC
368 BOSTON ST
TOPSFIELD, MA 01983

Parcel Number: 26-2
CAMA Number: 26-2
Property Address: 107 IPSWICH RD

Mailing Address: 107 IPSWICH ROAD LLC
107 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 26-3
CAMA Number: 26-3
Property Address: 101 IPSWICH RD

Mailing Address: BEST VICKI
97 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 26-6
CAMA Number: 26-6
Property Address: 94 IPSWICH RD

Mailing Address: GORDON CHAD J
86 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 26-7
CAMA Number: 26-7
Property Address: 106 IPSWICH RD

Mailing Address: SPILMAN RONALD TR
106 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 26-8
CAMA Number: 26-8
Property Address: 108 IPSWICH RD

Mailing Address: BERRY JEFFREY W
108 IPSWICH RD
TOPSFIELD, MA 01983

Parcel Number: 26-9
CAMA Number: 26-9
Property Address: 110 IPSWICH RD

Mailing Address: HIRSCHHEY JACLYN
110 IPSWICH RD
TOPSFIELD, MA 01983



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TOWN OF TOPSFIELD

Town of Topsfield, MA

CAI Technologies
Precursor Mapping Geospatial Solutions

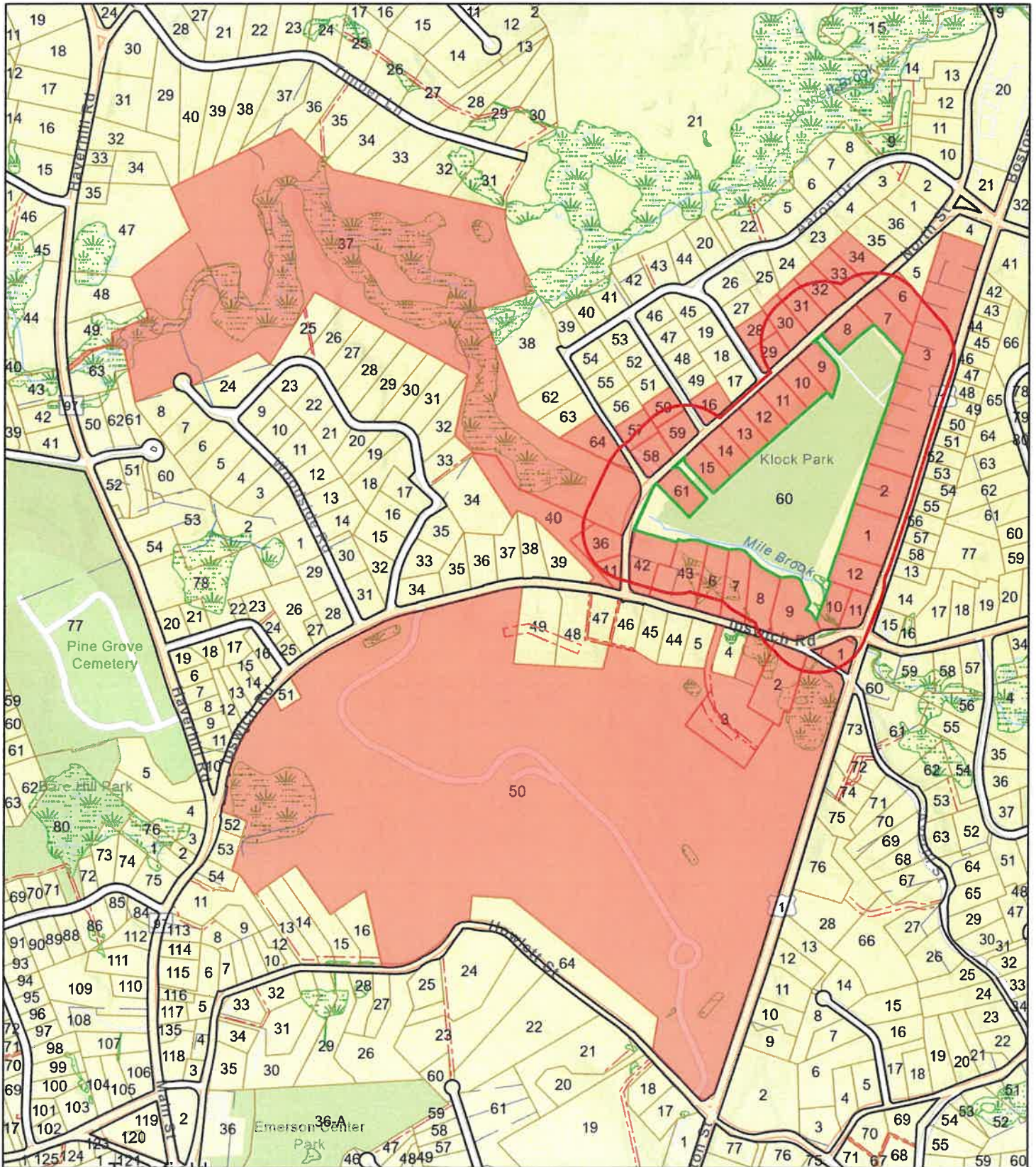
1 inch = 800 Feet

22/25/2023
ASSESSOR'S OFFICE

www.cai-tech.com

May 25, 2023

0 800 1600 2400



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**TOWN OF TOPSFIELD, MA
PLANNING BOARD**

**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



Map Tools



Overview Map Layers Legend Map Help Contact

