



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	\$ _____

\$200-fee

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 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 Donela Qirjazi Alex Qirjazi
- b. Address 14 Maple St. Topsfield
- c. Phone Number (978) 314-2573
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) owner
(Attach copy of lease and/or letter of authorization from owner, if applicable)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 41, Lot(s) 29, Zoning District BV
- b. Location of Premises (number and street) 49 Main St. Topsfield
- c. Name and address of legal owner (if different from Applicant) same
- 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 Vacant
- 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:
Change in use proposal from office space to variety store. There is a total of 900 sq ft. Seeking approval to add walk in cooler outside, as well as handicap access in the front entry.

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:

11/7/12
Date


Signature of Applicant

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: Donela Qirjazi / Alex Qirjazi
14 Maple St Topsfield MA
Telephone No. (978) 314 - 2573

Locus: _____

<u>41</u>	<u>29</u>	<u>49 Main St</u>	<u>Donela Qirjazi</u>	<u>(If different from location)</u>
Map	Block	Location	Owner	Mailing Address

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.

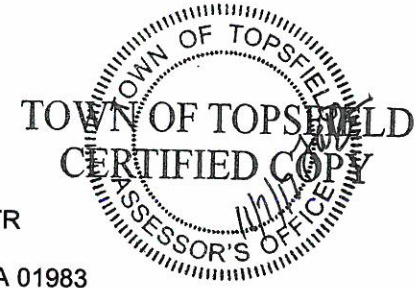
Authorized Signature
Assessors' Office _____

Date of Verification _____



300 foot Abutters List Report

Topsfield, MA
November 07, 2017



Subject Property:

Parcel Number: 41-29
CAMA Number: 41-29
Property Address: 49 MAIN ST

Mailing Address: QIRJAZI FOTI TR
14 MAPLE ST
TOPSFIELD, MA 01983

Abutters:

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

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

Parcel Number: 40-74
CAMA Number: 40-74
Property Address: 30 MAIN ST

Mailing Address: TOPSFIELD VILLAGE SHOPPING ✓
50 BROAD ST
SALEM, MA 01970

Parcel Number: 40-75
CAMA Number: 40-75
Property Address: 24 MAIN ST

Mailing Address: TIRTH LLC ✓
151 THOMPSON RD
WEBSTER, MA 01570

Parcel Number: 40-76
CAMA Number: 40-76
Property Address: 32 MAIN ST

Mailing Address: THEODOROU LEONIDAS ✓
24 KINSMAN LN
TOPSFIELD, MA 01983

Parcel Number: 40-77
CAMA Number: 40-77
Property Address: 36 MAIN ST

Mailing Address: GILFORD JAMES HAMMOND ✓
184 HIGH ST
TOPSFIELD, MA 01983

Parcel Number: 40-78
CAMA Number: 40-78
Property Address: 38 MAIN ST

Mailing Address: FOUNDERS CIRCLE PARTNERS LLC ✓
7 GROVE ST
TOPSFIELD, MA 01983

Parcel Number: 41-133
CAMA Number: 41-133
Property Address: 35 MAIN ST

Mailing Address: JAMES S PRICE INC ✓
23 AARON DR
TOPSFIELD, MA 01983

Parcel Number: 41-23
CAMA Number: 41-23
Property Address: 0 MAIN ST

Mailing Address: UNKNOWN

Parcel Number: 41-23
CAMA Number: 41-23-48
Property Address: 48 MAIN ST

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



www.cai-tech.com

11/7/2017

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300 foot Abutters List Report

Topsfield, MA
November 07, 2017

Parcel Number: 41-23
CAMA Number: 41-23-50
Property Address: 50 MAIN ST

Mailing Address: HUTT EDEN A ✓
50 MAIN ST
TOPSFIELD, MA 01983

Parcel Number: 41-23
CAMA Number: 41-23-52
Property Address: 52 MAIN ST

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

Parcel Number: 41-23
CAMA Number: 41-23-54
Property Address: 54 MAIN ST

Mailing Address: LAWTON EDMUND S TR
89 SAMUEL HALE DR ✓
HALES LOCATION, NH 03860

Parcel Number: 41-23
CAMA Number: 41-23-54-R
Property Address: 54 MAIN ST

Mailing Address: THOMPSON RICHARD EDWIN TR ✓
C/O RICHARD EDWIN THOMPSON
TOPSFIELD, MA 01983

Parcel Number: 41-24
CAMA Number: 41-24-1
Property Address: 58 MAIN ST

Mailing Address: ESSEX REALTY PARTNERS ✓
58 MAIN ST
TOPSFIELD, MA 01983

Parcel Number: 41-24
CAMA Number: 41-24-2
Property Address: 58 MAIN ST

Mailing Address: WALKER PARTNERS LLC ✓
6 PARK STREET
TOPSFIELD, MA 01983

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

Mailing Address: EDMOND R LECLAIR BUILDERS INC ✓
16 LAUREL HOLLOW RD
BOXFORD, MA 01921

Parcel Number: 41-26
CAMA Number: 41-26
Property Address: 55 MAIN ST

Mailing Address: CABINET MAKERS LLC
55 MAIN ST
TOPSFIELD, MA 01983

Parcel Number: 41-27
CAMA Number: 41-27
Property Address: 57 MAIN ST

Mailing Address: CABINET MAKERS LLC ✓
57 MAIN ST
TOPSFIELD, MA 01983

Parcel Number: 41-28
CAMA Number: 41-28
Property Address: 53 MAIN ST

Mailing Address: QIRJAZI FOTAQ TR
14 MAPLE ST
TOPSFIELD, MA 01983

Parcel Number: 41-30
CAMA Number: 41-30
Property Address: 6 SCHOOL AV

Mailing Address: CARUSO JENNIFER ✓
6 SCHOOL AVENUE
TOPSFIELD, MA 01983

Parcel Number: 41-32
CAMA Number: 41-32
Property Address: 7 SCHOOL AV

Mailing Address: TOPSFIELD BOXFORD ✓
7 SCHOOL AVE
TOPSFIELD, MA 01983



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300 foot Abutters List Report

Topsfield, MA
November 07, 2017

Parcel Number: 41-33
CAMA Number: 41-33-1
Property Address: 37 MAIN ST

Mailing Address: 37-1 MAIN ST LLC
179 WASHINGTON ST
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-33
CAMA Number: 41-33-2
Property Address: 37 MAIN ST

Mailing Address: RAMSEY RONALD E
37 MAIN ST - # 2
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-33
CAMA Number: 41-33-3
Property Address: 37 MAIN ST

Mailing Address: MAHONEY PATRICK M
30 HARRISON STREET
READING, MA 01867 ✓

Parcel Number: 41-33
CAMA Number: 41-33-4
Property Address: 37 MAIN ST

Mailing Address: 37-4 MAIN STREET LLC
179 WASHINGTON STREET
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-34
CAMA Number: 41-34
Property Address: 35 MAIN ST

Mailing Address: TOPSFIELD MAC REALTY TRUST LLC
35 MAIN ST
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-35
CAMA Number: 41-35
Property Address: 27 MAIN ST

Mailing Address: MARSTON STREET LLC
19 HIGH RIDGE RD
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-36
CAMA Number: 41-36
Property Address: 23 MAIN ST

Mailing Address: MARCIANO GRACE J
23 MAIN ST
TOPSFIELD, MA 01983 ✓

Parcel Number: 41-60
CAMA Number: 41-60
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: PETRILLO SUSAN
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 ✓



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11/7/2017

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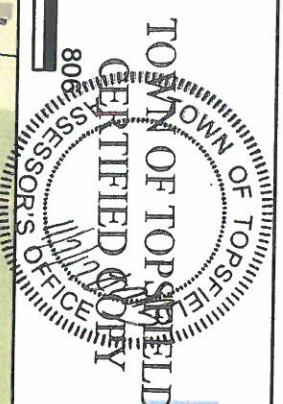
November 7, 2017

49 Main Street

Topsfield, MA

1 inch = 268 Feet

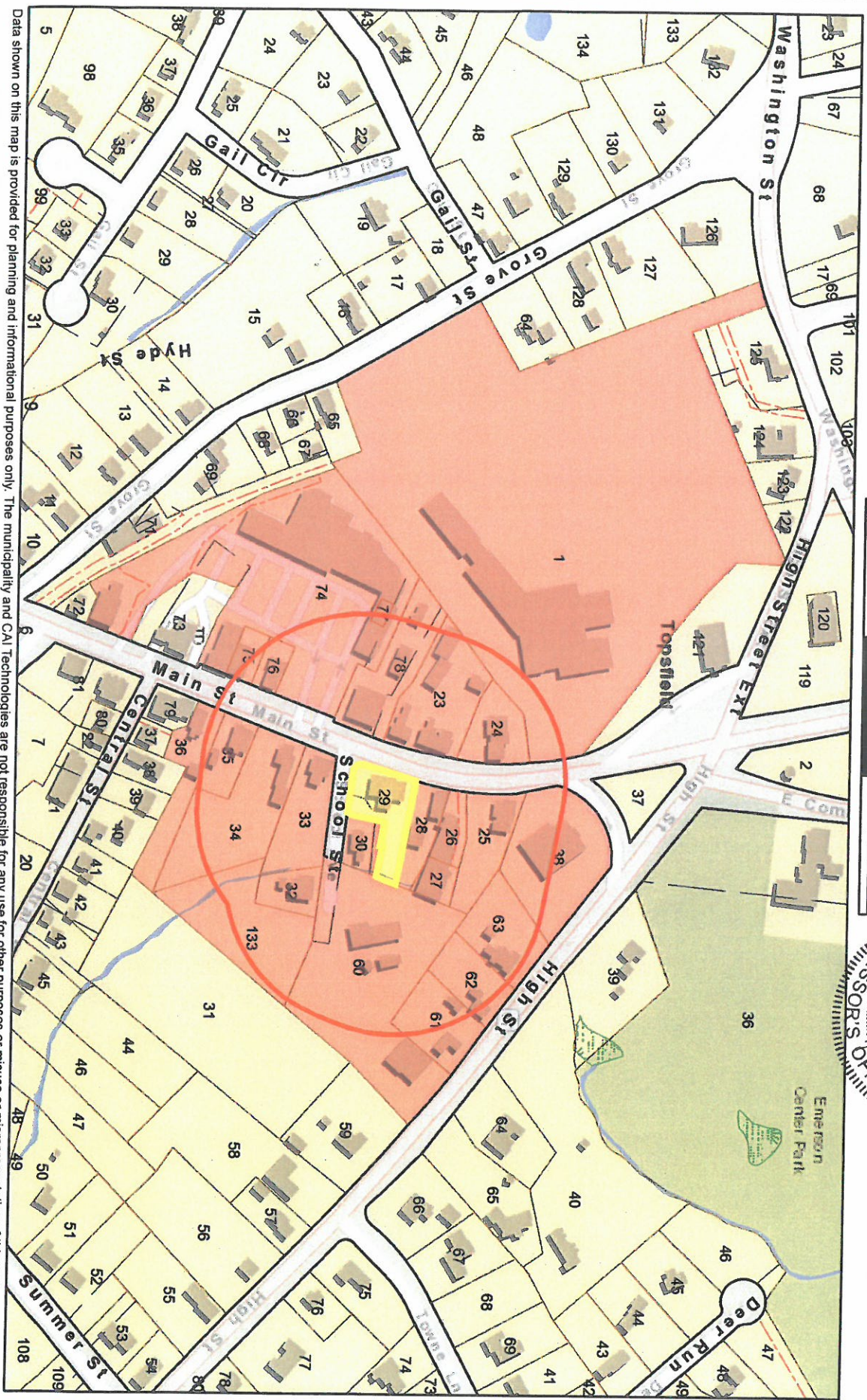
0 268 537



CAI Technologies

Premises Mapping, Geographic Solutions

www.cai-tech.com



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.

First Floor

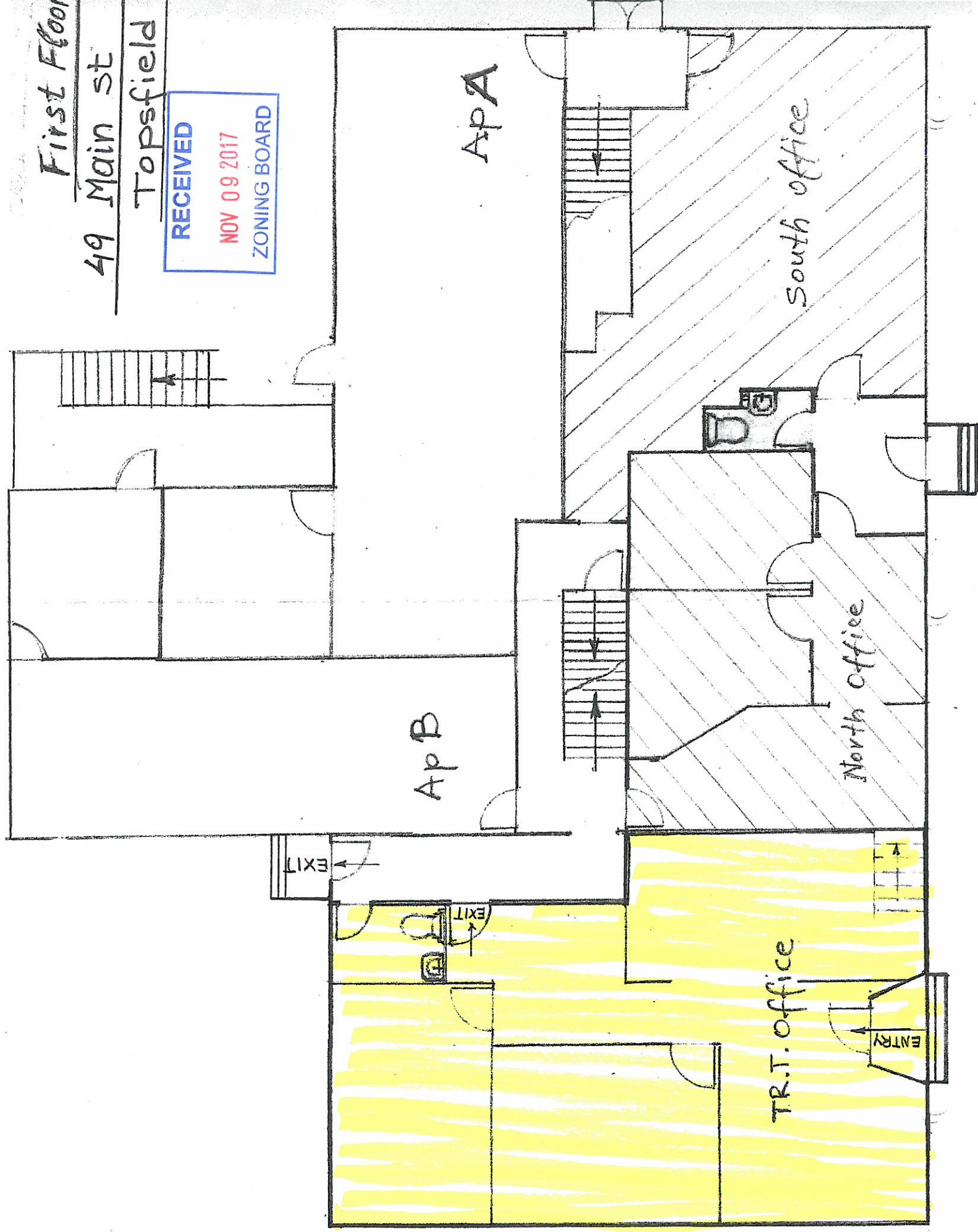
49 Main st

Topsfield

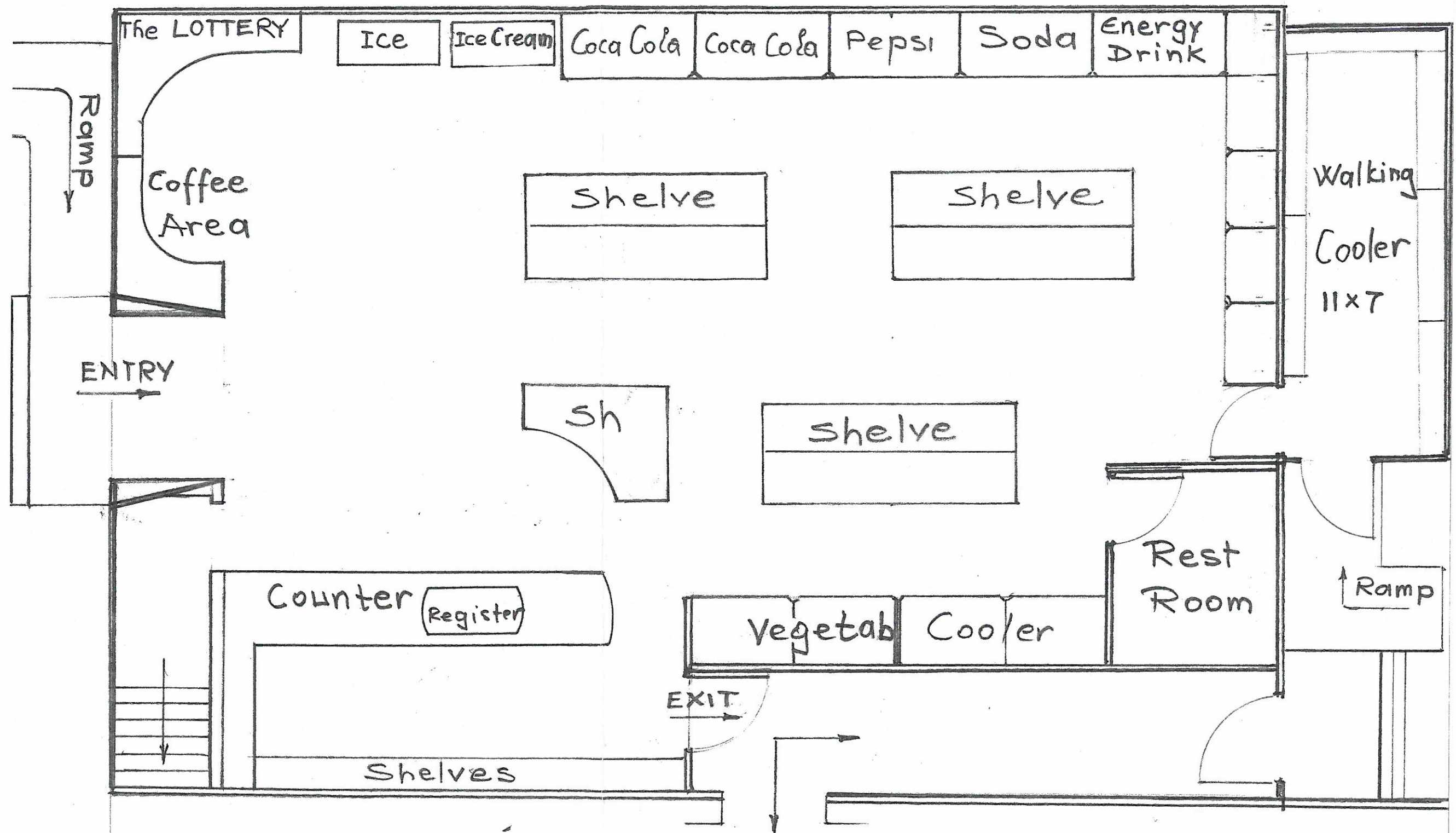
RECEIVED

NOV 09 2017

ZONING BOARD



49 Main St Topsfield



Proposal Floor Plan for Variety Store

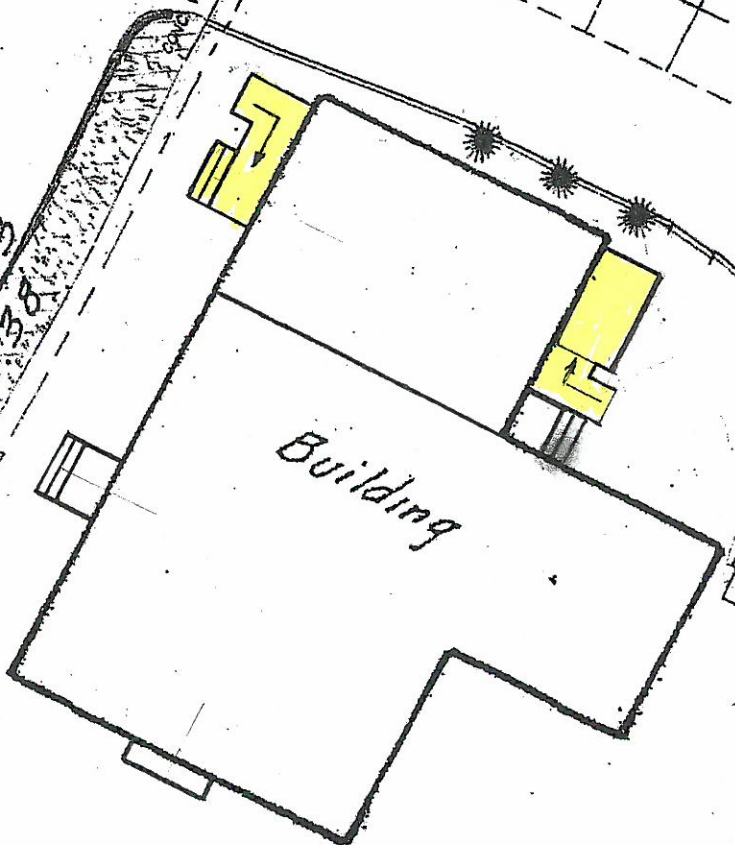
LOCUS
1" = 600'

RECEIVED
NOV 09 2017
ZONING BOARD

MAIN STREET

F-96465
11438

ENTRANCE SIGN



LANDSCAPED AREA

PARKING AREA

PARKING AREA
EXISTING LEACH AREA

100 FOOT
BUFFER ZONE LINE
FROM TOP OF BANK

50 FOOT
BUFFER ZONE LINE
FROM TOP OF BANK

EXISTING EASEMENT

EXISTING/
PROPOSED SNOW
STORAGE AREA

LANDSCAPED AREA

PARKING AREA

Dwelling

EXISTING DRIVEWAY

SCHOOL

TOWN OF TOPSFIELD

N 71° 13' 00" W

100.00

38.25'

47.76

57.67

44.62

53° 32' 00" W

A.

