



Town of Fairhaven Planning Board

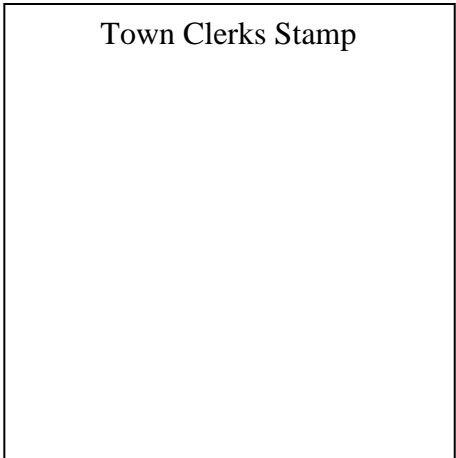
Town Hall

40 Center Street Fairhaven, MA 02719

508-979-4082

INSTRUCTIONS TO BE FOLLOWED WHEN PETITIONING THE PLANNING BOARD SPECIAL PERMITS

1. Special Permit application, filed with the Town Clerk and the Planning Board. The next regularly scheduled Planning Board Meeting, which shall be the date of submission to the Planning Board.
2. If applicant is not the property owner then the owner shall sign the application or a letter from the property owner authorizing the applicant to submit the application.
3. A detailed narrative describing how and why the proposal meets the criteria for a Special Permit.
4. Ten prints of the plan.
5. Fees: *see Fee Schedule*.
6. An abutters list as they appear on the Town tax list, approved by the Town Assessor, for all property owners within a 300 ft. radius of the Site and all surrounding Town's must notified. (Surrounding town's list available in Planning & Economic Developments Office).
7. Three sets of certified abutters pre-addressed on self sticking Avery 5160 mailing labels or similar 1" x 2 5/8" size. Duplicate labels are not required if the same owner is listed twice as an abutter.
8. A PDF of all submission files, studies, reports and plans forwarded to Director of Planning.
9. Ten copies of a Stormwater Management Plan for all Special Permits creating new impervious areas.
10. A Public Hearing is required for all Special Permit applications. A Public Hearing shall be scheduled within 65 days of submittal of the Special Permit request. Said notice must be advertised in two consecutive weeks, the first advertisement being at least fourteen days prior to the hearing.
11. The Planning Board will hold a Public Hearing on the proposed Special Permit at which time the applicant shall present the Special Permit to the Planning Board and the public.
12. Within 90 days of the date of the Public Hearing the Planning Board shall take final action. The granting of the Special Permit requires a 2/3rds vote of the eight-member board.
13. A copy of the decision shall be filed with the Town Clerk and mailed to the owner/applicant.
14. The Special Permit shall only take effect after the completion of the twenty-day Appeal period and the owner/applicant has filed the decision with the Registry of Deeds.



FAIRHAVEN PLANNING BOARD

**Application for
SPECIAL PERMIT**

Fairhaven, Massachusetts

Date: _____, 20_____

The undersigned petitions the PLANNING BOARD FOR A SPECIAL PERMIT in the manner and for the reasons herein after set forth, the application of the provisions of the zoning ordinance and MGL c. 40A, § 9 to the following described Site:

Name of Applicant(s): _____

Applicant(s) Address: _____

Phone Number: _____ Fax Number: _____

Name of Owner(s): _____

Owner(s) Address: _____

Name of Engineer/Architect: _____

Engineer/Architect Address: _____

Phone Number: _____ Fax Number: _____

1. Location of Site: _____

2. Assessors' Plat(s): _____ Lot No(s): _____

3. Zoning District in which Site is located: _____

4. State present use of site: _____

5. Give size of existing building(s), if applicable: _____

6. Give extent of proposed alterations, if applicable: _____

7. Number of families building is to be used, if applicable: _____

8. Have you submitted plans to the Building Inspector? _____ Has he refused a permit? _____

9. Please attach a detailed narrative and any other documentation that supports your request.

Applicant Signature: _____

Owner Signature: _____

File one completed form with the Planning Board and one copy with the Town Clerk.