

From: Ch. 40A S 9 "Each application for a special permit shall be filed by the petitioner with the city or town clerk and a copy of said application, including the date and time of filing certified by the city or town clerk, shall be filed forthwith by the petitioner with the special permit granting authority.

**LIMITED BUSINESS DISTRICT / BUSINESS DISTRICT  
Application Form for Special Permit**

Bolton, Mass \_\_\_\_\_ 20\_\_\_\_\_  
(Date of Filing)

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Name of Registered Engineer or Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Deed or property Recorded in: Book No. \_\_\_\_\_ Page \_\_\_\_\_ of  
the \_\_\_\_\_ Registry of Deeds.

Location and Description of Property (include zoning district(s)): \_\_\_\_\_

\_\_\_\_\_

Lot Frontage: \_\_\_\_\_ feet                      Lot Area: \_\_\_\_\_ Square Feet

Proposed Land Use(s) Requiring a Special Permit \_\_\_\_\_

\_\_\_\_\_

*Please include all materials listed in the Rules and Regulations for Limited Business Districts and Business Districts (see attached checklist) if required by the Board. Failure to include all required materials could delay processing of the application.*

Signature of Owner or Agent \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date Received \_\_\_\_\_

By \_\_\_\_\_

Fee Paid \_\_\_\_\_

**LIMITED BUSINESS DISTRICT / BUSINESS DISTRICT**  
**Checklist of Required Materials for Special Permit**

\_\_\_\_\_ PROPOSED HEARING NOTICE (SEE REGULATION 3.3.4)

\_\_\_\_\_ OTHER PERMITTING

List variances and Special Permits previously issued by the Planning Board of Appeals and any needed for this proposal

List required Special Permits or Health Permits and provide copies of any received

Note if Conservation Commission approval needed and provide copy of approval if received

\_\_\_\_\_ DEVELOPMENT IMPACT STATEMENT

Description of proposed or possible uses

Proposed lot coverage per bylaw, total coverage of all impermeable surface including building and parking, and open space areas.

Drainage calculations

Earth removal calculations

Traffic study (12 copies)

\_\_\_\_\_ LOCUS PLAN

\_\_\_\_\_ SITE COMPOSITE PLAN (Include design certification and legends)

General site characteristics

Existing and proposed buildings and structures

Driveway entrances for abutting properties and those across a public way with dimensions

All underground tanks/structures existing or proposed or abandoned

Zoning boundaries if applicable

Yards/setbacks dimensioned

Names of abutting property owners

Natural site characteristics

Waterways

Wetland boundaries and buffers

Existing and proposed contours

Open space with square footage calculations

Site improvements

Dimensions of traffic lanes

Label all paved surfaces and note materials

Parking spaces and parking lot landscaping with dimensions

Building areas for each floor

Exterior lighting

Existing and proposed signage

Outdoor storage areas labeled

Site utilities

- Stormwater drainage facilities shown & dimensioned
- Underground storage containers with capacities and contents
- Water services
- Fire protection systems
- Underground utilities
- Solid waste disposal facilities
- Sewage disposal system
- Erosion and sedimentation controls
- Parking calculations

\_\_\_\_\_ CONSTRUCTION DETAIL PLAN

- Detail of structures
- Landscaping details
- Parking details in compliance with the Bolton Zoning Bylaw
- Tabulations of building coverage and open space
- Details of outdoor lighting

\_\_\_\_\_ LANDSCAPE PLAN

- Certifications
- Legend
- Number, type, & size of trees and shrubs
- Landscape buffers
- Land contours
- Site features
- Limits of work
- Perimeter of trees
- Outdoor lighting structures

\_\_\_\_\_ BUILDING ELEVATION PLAN

- Certifications
- Scale
- Front, rear, & side elevations with maximum height

\_\_\_\_\_ FLOOR PLAN

- Certifications
- Scale
- Net floor area/s